

STAFF CONDUCT (And Responsibilities)

GENERAL CONDUCT

All staff members are responsible for making themselves familiar with and abiding by federal and state laws as these affect their work, and the policies and regulations of the district.

As representatives of the district and role models for students, all staff shall demonstrate and uphold high professional, ethical and moral standards. Staff members shall conduct themselves in a manner that is consistent with the educational mission of the district and shall maintain professional boundaries with students at all times. Interactions between staff members must be based on mutual respect and any disputes will be resolved in a professional manner.

RULES OF CONDUCT

Each staff member shall observe rules of conduct established in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to advance the employee's personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position to depart from the faithful and impartial discharge of the employee's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority.
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises.
4. Perform an action which directly and substantially confers an economic benefit tantamount to a gift of substantial value on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a staff member to receive:

1. An occasional non-pecuniary gift that is insignificant in value.
2. A non-pecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meetings at which he or she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.
5. Items of perishable or nonpermanent value including, but not limited to, meals, lodging,

travel expenses or tickets to sporting, recreational, educational or cultural events.

6. Payment for speeches, appearances or publications reported as honorariums.

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern. Professional staff members shall not engage in any nonschool employment that interferes with their time or ability to teach, or that reflects adversely on the public school system.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis.
2. Accept or receive a benefit as an indirect consequence of transacting school district business.

The following specific responsibilities, essential to the success of ongoing school operations and the instructional program, shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Compliance, support and enforcement of policies of the Board and regulations of the school administration in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Appropriate use, care and protection of district property (including but not limited to; computers; technical equipment; tools; shop, maintenance and/or motorized equipment; vehicles, etc.) Use of district property is limited to conducting district business; there is to be no personal or unauthorized use of district property nor shall unauthorized persons be allowed to ride in district vehicles or operate district equipment.
5. Concern and attention toward the safety and welfare of students, including the need to ensure that students are appropriately supervised.

CONFIDENTIALITY

In the course of their duties, district staff members may have access to information that is personal or confidential. Such information may be acquired in many ways, including viewing printed or electronic materials, participating in or overhearing oral communications, or transmitting information to others.

Any personal or confidential information pertaining to students or their families shall be shared only with other school personnel who have a legitimate educational interest in that student *unless there is express written parental permission to the contrary.*

Although the district has explicit restrictions relating to some specific kinds of information (such as student or personnel records, interviews, release of photographs, computer passwords, disciplinary investigations or hearings, etc.) staff members have an obligation to respect all personal information, however acquired, even when no such explicit guidelines apply.

CHILD ABUSE

All district employees who have reasonable cause to know or suspect that any child is subjected to

abuse or to conditions that might result in abuse or neglect must immediately upon receiving such information report such fact in accordance with Board policy and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary and appropriate steps if information is received from a county department of social services or a law enforcement agency that a suspected child abuse perpetrator is a school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

HARASSMENT/BULLYING

Repeated offensive or cruel behavior that intentionally targets a specific person or persons for the purpose of intimidation or to frighten, undermine or obtain control over another person is prohibited. Such conduct can occur through a written, verbal or electronically transmitted expression (cyberbullying) or by means of a physical act or gesture. Harassing conduct is prohibited on district property and off school property when such conduct has a nexus to work. Retaliatory action taken against an employee who files a complaint is also prohibited.

POSSESSION OF DEADLY WEAPONS

The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. However, the restrictions shall not apply to possession for the purpose of presenting an authorized public demonstration or exhibition, pursuant to instruction in conjunction with an authorized school or class, or employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

FELONY/MISDEMEANOR CONVICTIONS

If the district learns or has good cause to believe that any staff member, subsequent to beginning employment with the district, has been convicted of, pled *nolo contendere* to, or received a deferred or suspended sentence for any felony or misdemeanor other than a misdemeanor traffic offense or infraction, the district shall make inquiries to the Department of Education, other regulatory agencies or law enforcement agencies for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints shall be submitted within 20 days of receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation for the purpose of conducting a state and national fingerprint-based criminal history record check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Nonlicensed employees shall have employment terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

Employees shall not be charged fees for processing fingerprints under these circumstances.

UNLAWFUL BEHAVIOR INVOLVING CHILDREN

The district may make an inquiry with the Department of Education, other regulatory agencies or law enforcement agencies concerning whether any current employee of the school district has been convicted of, or pled *nolo contendere* to, or received a deferred or suspended sentence or deferred

prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including dismissal or termination of employment, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

PERSONNEL ADDRESSING HEALTH CARE TREATMENT FOR BEHAVIOR ISSUES

State law prohibits school personnel from recommending or requiring that students use psychotropic drugs. Staff members are also prohibited from testing or requiring testing related to a student's behavior without prior parental/guardian notice and permission. Any such notice must describe the recommended testing and how the test results will be used. See the Board policy concerning survey, assessment, analysis or evaluation of students. School personnel are, however, encouraged to discuss their concerns about a student's behavior with the parent/guardian. During such a discussion they may suggest that the parent/guardian speak with an appropriate health care professional regarding the student's behavior.

Adopted August 17, 1988

Revised March 2, 1994

Revised January 15, 2003

Revised March 3, 2004

Revised November 16, 2005

Revised June 18, 2008

Revised September 2, 2009

Revised May 16, 2012

Revised November 13, 2013

Legal refs.: C.R.S. 18-12-105.5 (unlawfully carrying a weapon)
C.R.S. 18-12-214 (3)(b) (school security officers may carry concealed handguns pursuant to valid permit)
C.R.S. 19-3-308 (5.7) (action upon report of child abuse)
C.R.S. 22-32-109(1) (ee) (duty to adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)
C.R.S. 22-32-109.1 (8) (policy requiring inquiries upon good cause to department of education for purpose of ongoing screening of employees)
C.R.S. 22-32-109.7 (board of education specific duties)
C.R.S. 22-32-109.8 (6) (requirement to terminate nonlicensed employees for certain felony offenses)

C.R.S. 22-32-109.9 (licensed personnel)
C.R.S. 22-32-110 (1)(k) (board of education specific powers)
C.R.S. 24-18-104 (rules of conduct for public employees)
C.R.S. 24-18-109 (rules of conduct for local government employees)
C.R.S. 24-18-110 (voluntary disclosure)
C.R.S. 24-18.5-101 (independent ethics commission - advisory opinion)
C.R.S. 24-18-110 (voluntary disclosure)

Cross refs.: JLC, Student Health Services and Records
JLDAC, Screening/Testing of Students
JLF, Reporting Child Abuse/Child Protection
KFA, Public Conduct on School Property