

**STAFF CONDUCT
(And Responsibilities)**

All staff members have a responsibility to make themselves familiar with and abide by the laws of the State as these effect their work, the policies of the Board, and the regulations designed to implement them.

Rules of Conduct

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

1. Disclose or use confidential information acquired in the hours of his/her employment to further substantially his 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 his/her position, or which he knows, or should know is primarily for the purpose of rewarding him/her for action taken in which he/she exercised discretionary authority.
3. Engage in a substantial financial transaction for his private business purposes with a person whom he/she supervises.
4. Perform any action in which he has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which he has a substantial financial interest or in which he is engaged as a counsel, consultant, representative, or agent.
5. Employees shall not at any time engage in any out of District employment that would interfere with their effectiveness in performing their regularly assigned duties; would compromise or embarrass the school system; would adversely effect their employment status or professional standing; or would in any way conflict with assigned duties.
6. Teachers shall not be permitted to receive money for tutoring any student they have in class.

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 that substantially exceed their fair market value.

It is permissible for an employee to receive:

1. An occasional nonpecuniary gift which is insignificant in value.
2. A nonpecuniary award publicly presented by a non-profit 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 meeting at which he/she is scheduled to participate.
4. Reimbursement for an acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his/her position.
5. Items of perishable or non-permanent 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.

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.

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

1. Faithfulness and promptness in attendance at work.
2. 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. Care and protection of school property.
5. Concern and attention toward their own and the school system's legal responsibility for the safety and welfare of student's, including the need to insure that students are under supervision at all times.

A staff member may request an advisory opinion from the Secretary of State concerning issues relating to conduct that is prescribed by state law.

Felony/Misdemeanor Convictions

If the District has good cause to believe that any certificated staff member employed on or after January 1, 1991, has been convicted of any felony or misdemeanor (not including misdemeanor traffic offenses or infractions) subsequent to employment, the District may ask the person to provide information about the offense.

If, subsequent to beginning employment with the district, the district has good cause to believe that any staff member 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 for purposes of screening the employee

In addition or as an alternative, the District may require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency unless the employee has submitted a set of fingerprints to another Colorado School District within the last two years and has given written consent for their transfer to the requesting district. Fingerprints or the written notice of consent shall be submitted within 20 days of receipt of written notification. The fingerprints shall be released to the Colorado Bureau of Investigation (CBI) for processing. Disciplinary action may be taken against certificated personnel if the results of the fingerprint processing provide information about a conviction.

If the District has good cause to believe that any non-certificated staff member employed on or after January 1, 1991, has been convicted of a felony or misdemeanor subsequent to employment, the District may release his/her fingerprints to the C.B.I. for processing. Depending on the results in the fingerprint check, disciplinary measures may be necessary

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

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 policy JLF.

The Superintendent is authorized to conduct an internal investigation or take any other necessary steps if he/she receives information 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.

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 employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

Personnel addressing health care treatment for behavior issues

School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students. They are also prohibited from testing or requiring testing for a student's behavior without giving notice to the parent/guardian describing the recommended testing and how any test results will be used and obtaining prior written permission from the student or from the student's parent/guardian. See policy

JLDAC. School personnel are encouraged to discuss concerns about a student's behavior with the parent/guardian and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns school personnel may have.

LEGAL REFS.: C.R.S. [18-12-105.5](#)

C.R.S. [18-12-214](#) (3)(b) (school security officers may carry concealed handgun pursuant to valid permit)

C.R.S. [19-3-308](#) (5.7)

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](#)

C.R.S. [22-32-109.8](#) (6) (requirement to terminate non-licensed employees for certain felony offenses)

C.R.S. [22-32-109.8](#) (10)

C.R.S. [22-32-109.9](#)

C.R.S. [22-32-110](#) (1)(k)

C.R.S. [24-18-104](#)

C.R.S. [24-18-109](#)

1 CCR [301-83](#) (State Board of Education – parental notification rules)

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

ADOPTED: 8/85

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