

Board File: GBEB

STAFF CONDUCT

(And Responsibilities)

All staff members have a responsibility to make themselves familiar with and abide 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 members 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 in accordance with this policy's accompanying regulation. 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 by law which specify that he or she shall not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the staff member'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 staff member's duties, or which the staff member knows or should know is primarily for the purpose of a reward for action taken.
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.

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 district or 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 district or school business.

Essential to the success of ongoing district and school operations are the following specific responsibilities which shall be required of all staff members:

1. Faithfulness and promptness in attendance at work.
2. Compliance, support and enforcement of district policies and regulations in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of district and school property.
5. Concern and attention toward their own and the district's legal responsibilities for the safety and welfare of students, including the need to ensure that students are appropriately supervised.
6. Support for providing healthy learning environments and appropriate role models for students.
7. Compliance with all state and federal laws and district policies and regulations.

Mandatory reporting

All staff members 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 district policy, regulations and state law.

The superintendent is authorized to conduct an internal investigation or to take any other necessary 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 staff member. 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

All staff members shall be prohibited from carrying, bringing, using, or possessing any dangerous weapons on district or school property, in any district or school vehicle, or at any district or school-sponsored activity regardless of location, unless such staff member is employed exclusively as an armed security officer meeting the requirements for the use of a deadly weapon and with specific authorization from the district's superintendent. Dangerous weapons shall be defined in accordance with district policy JICI, Weapons in School.

Felony/misdemeanor convictions

If, subsequent to beginning employment, 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 require the staff member to submit a complete set of fingerprints taken by a qualified law enforcement agency or any third party approved by the Colorado Bureau of Investigation. Fingerprints must be submitted within 20 days after 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. In addition, the district shall make inquiries to the Department of Education for purposes of screening licensed staff members. Disciplinary action, which could include dismissal from employment, may be taken against staff if the results of fingerprint processing provide relevant information. Staff members 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 concerning whether any current staff member has been convicted of, 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 termination, may be taken if the inquiry discloses information relevant to the staff member's fitness for employment.

Notification concerning arrests

Staff members shall notify the district when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

The district shall notify students' parents/guardians when staff members are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

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 the Board's policy concerning survey, assessment, analysis or evaluation of students. 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.

A violation of this policy or any related regulation may subject the staff member to disciplinary action, up to and including termination.

Adopted: December 13, 2018

Revised: June 9, 2020

LEGAL REFS.:

28 C.F.R. 50.12 (b)

C.R.S. 18-12-105.5
C.R.S. 18-12-214 (3)(b)
C.R.S. 19-3-308 (5.7)
C.R.S. 22-1-130
C.R.S. 22-32-109 (1)(ee)
C.R.S. 22-32-109.1 (8)
C.R.S. 22-32-109.7
C.R.S. 22-32-109.8 (6)
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 C.R.S.
24-18-110

CROSS REFS.:

JLC, Student Health Services and Records
JLDAC, Screening/Testing of Students (And Treatment of Mental Disorders)
JLF, Reporting Child Abuse/Child Protection
KDBA*, Parent Notification of Employee Criminal Charges
KFA, Public Conduct on District Property