



GBEB - STAFF CONDUCT (AND RESPONSIBILITIES)

All staff members have a responsibility to familiarize themselves with and abide by the work-related state and federal laws, the policies of the Board, and the regulations designed to implement them. Staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

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 his 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 position or which he knows or should know is primarily for the purpose of rewarding him for action taken in which he exercised discretionary authority.
3. Engage in a substantial financial transaction for his private business purposes with a person whom he 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.

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 an employee to receive:

1. An occasional non-pecuniary gift, which is insignificant in value.
2. A non-

3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he 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 his position.
5. Items of perishable non-permanent value, including but not limited to, meals, lodging, travel expenses, or tickets to sporting, recreational, educational, or cultural events.
6. Payments for speeches, appearances, or publications reported as honorariums.

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 students, including the need to ensure that students are supervised at all times.

District employees are encouraged to discuss with a principal or administrator issues relating to whether specific conduct is prohibited. Additionally, the principal or administrator may request an advisory opinion from the Secretary of State concerning issues relating to conduct that is proscribed by state law.

FELONY/MISDEMEANOR CONVICTIONS

If the district has good cause to believe that any certificated/licensed staff member employed on or after January 1, 1991, has been convicted of, pled guilty to, pled no contest, or pled nolo contendere, or has received a deferred sentence or deferred prosecution for a 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.

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/licensed personnel depending upon the nature of the charge and the results of fingerprint processing.

If the district has good cause to believe that any other staff member employed on or after January 1, 1991, has been convicted of, pled guilty to, pled no contest, or pled nolo contendere, or has received a deferred sentence or deferred prosecution for a felony or misdemeanor subsequent to employment, the district may release his fingerprints to the CBI for processing. Depending on the nature of the charge and results of the fingerprint processing, disciplinary measures may be necessary.

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

CHILD ABUSE

The superintendent is authorized to conduct an internal investigation or to take any other necessary steps if he 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 for those district employees possessing a legitimate need for said information. The superintendent may notify the Colorado Department of Education of the investigation.

POSSESSION OF DEADLY WEAPONS

The provisions of the policy regarding public possession of deadly weapons on district 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.

Adopted: September 1991
Revised to conform with practice: May 22, 1995
Revised: January 8, 1996
Revised: June 25, 2001

LEGAL REFS:

C.R.S. 18-12-105.5
C.R.S. 19-3-308(5.7)
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. 22-32-109.8(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

CROSS REF:

KFA, Public Conduct on School Property