Book	Administrative Policies
Section	Section G: Personnel Policies
Title	Staff Conduct and Responsibilities
Code	GBEB
Status	Active
Adopted	May 1, 1986
Last Revised	February 1, 2024

All staff members (including guest staff) have a responsibility to make themselves familiar with and abide by federal and state laws, Board of Education policies, and administrative policies and procedures, as these affect their work. All staff members are expected to carry out their assigned responsibilities with due diligence.

In conduct and interpersonal relationships, all staff members must recognize that they are in a position of trust and are being continuously observed by students, parents, staff, and members of the public. Their manner, dress, language, actions, and attitudes serve as models that influence the development of young people. The Board of Education and the district administration expect staff members to be exemplary models.

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.

Staff is responsible for the education of and safety of all students. Responsibilities that shall be required of all personnel include but are not limited to:

- Consistent and prompt attendance at work.
- Enforcement of and adherence to federal and state laws, Board of Education policies, and administrative policies and procedures.
- Diligence in the timely submission of required reports and documentation.
- Care and protection of school and district resources and property.
- Attention to the safety and welfare of students, including the need to ensure that students are under supervision at all times.
- Disclosure or use of confidential information acquired in the course of his or her employment only to staff who are authorized to know such information, and only for lawful purposes.

Each staff member must observe rules of conduct established in law, policy, and procedure that specify a district staff member shall not:

- Report for duty under the influence of any narcotic, alcoholic beverage, illegal drug, or intoxicant.
- Participate in the unlawful manufacture, distribution, dispensing, possession, or use of narcotics, alcoholic beverages, illegal drugs, intoxicants, controlled substances, tobacco product, or drug-related paraphernalia on district property or at any district activity.
- Report for duty under the influence of any substance including legally prescribed drugs and medicines that will adversely affect his/her working ability, alertness, coordination, or jeopardize the safety of others.
- Possess or use any dangerous weapon on district property, in any district vehicle, or at any district-sponsored activity regardless of location, except as provided by law and with specific written authorization from the superintendent or designee. The restrictions shall not apply to staff members who are required to carry or use deadly weapons in order to perform their necessary duties and functions. "Dangerous weapon" for purposes of this policy has the same meaning as it does in district policy JICI Weapons in School.

- Accept a gift of substantial value (not to exceed $50.00) 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. 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. Sell to the district goods or services of any kind for personal gain without the express prior written consent of the Board of Education**.**
- Recommend for hire, supervise, and/or evaluate a member of his or her immediate family.
- Conduct personal commercial business on district property without prior specific written approval of the Superintendent or designee. Further, a district staff member shall not pressure or obligate any district staff member, student, or parent to purchase goods or services.
- Recommend or require the use of a drug for any student, except that staff members may suggest that the parent or guardian speak with an appropriate health care professional about concerns regarding their child's behavior at school.
- Test or require a test for a child's behavior without prior written permission from the parent(s) or the guardian(s) of the child and prior written disclosure as to the disposition of the results of the testing. School personnel are prohibited under state law from recommending or requiring the use of psychotropic drugs for students.
- Engage in a financial transaction for private business purposes with a person whom the staff member supervises.
- Fail to cooperate and provide truthful information in any administrative or law enforcement investigation.
- Engage in insubordinate actions or behavior toward an administrator and/or supervisor's reasonable directives.
- Neglect their duty as outlined within law, Board and/or administrative policy, performance standards, job profile, and/or other assigned duties as directed by an administrator and/or supervisor.

Failure to comply with the aforementioned may be cause for disciplinary action up to and including termination of employment.

It is permissible for a staff member to:

- Receive an occasional gift or benefit which is insignificant in value.
- Receive an award presented by an organization in recognition of public service.
- Receive payment for speeches, appearances, or publications reported as honoraria as long as such activities were not conducted on work time.
- Use school facilities and equipment (for example, district phones for local calls or district rooms for meetings), to communicate or correspond or meet with parents, patrons, family members, or business associates on an occasional basis, so long as such use is reasonable, has been approved by the supervisor, and does not violate district policy or state statute, e.g. the Fair Campaign Practices Act.

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Revised: June 15, 1995
June 5, 2003
December 11, 2003
December 13, 2006
March 31, 2010
January 5, 2012
May 16, 2012
July 1, 2014
July 1, 2016
October 16, 2017
July 1, 2019
October 20, 2020
July 1, 2021
February 1, 2024

Legal Refs:
C.R.S. 18-12-105.5 (unlawful carrying/possession of weapons on school grounds)
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) (child abuse reporting)
C.R.S. § 22-1-130 (parent notification of employee criminal charges)
C.R.S. § 22-2-119.3 (6)(d) (name-based criminal history record check – definition)

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 permission)
C.R.S. § 22-32-109 (1)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
C.R.S. § 22-32-109.1 (8) (policy requiring inquiries upon good cause to department of education for purposes of ongoing screening of staff members)
C.R.S. § 22-32-109.7 (duty to make inquiries prior to hiring)
C.R.S. § 22-32-109.8 (non-licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. § 22-32-109.8 (6)(a) (requirement to terminate non-licensed staff member for certain felony offenses)
C.R.S. § 22-32-109.9 (licensed personnel – submittal of fingerprints and name-based criminal history record check)
C.R.S. § 22-32-110(1)(k) (power to adopt conduct rules)
C.R.S. 24-18-104 (government employee rules of conduct)
C.R.S. 24-18-190 (local government employee rules of conduct)
C.R.S. 24-18-110 (voluntary disclosure)

Cross Refs:
GBAA **–** Sexual Harassment of Staff
GBEA **–** Staff Ethics/Conflict of Interest
GBEC **–** Alcohol/Drug-Free Workplace
GBECA **–** Controlled Substance and Alcohol Testing
GBEE – Staff Use Agreement of District Electronic Devices
JICI – Weapons in School
JLDAC – Screening/Testing of Students (and Treatment of Mental Disorders)
JLF – Reporting Child Abuse/Child Protection
KDBA – Parent Notification of Staff Member Criminal Charges
KFA – Public Conduct on School Property
EL 2.0 Global Executive Constraint
EL 2.3 Treatment of Staff
EL 2.7 Employment, Compensation and Benefits

GBEB_StaffConductAndResponsibilities.pdf (93 KB)