

**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 affect 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, which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of the employment to further substantially their 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 reasonable persons in their position or which they know or should know is primarily for the purpose of rewarding themselves for action taken which they exercised discretionary authority.
3. Engage in a substantial financial transaction for their private business purposes with persons whom they supervise.
4. Perform any action in which they have discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which they have a substantial financial interest or in which they are 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-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 meeting at which participation is scheduled.

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 honorarium.

### **Gifts To And Solicitations By Staff**

No employee may solicit or accept, either directly or indirectly, any gift, donation, gratuity, or favor with other than nominal value or which might reasonably be interpreted by normal community standards as being of such a nature that it could affect impartiality or judgment.

No individual or organization may solicit funds of staff members nor may anyone distribute flyers or other materials related to fund drives through the schools without the approval of the superintendent. Nor shall staff members be made responsible or assume responsibility for the collection of money or distribution of any fund drive literature with the schools without such activity having the superintendent's or superintendent designee's approval.

**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 students including the need to insure that students are supervised 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 certified 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.

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 fingerprint processing provide information about a conviction.

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 information 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.

***See Abuse/Neglect Handbook for School Personnel***

#### 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.

Political Activities

While staff are encouraged to participate in the political process, they shall not engage in political activities during school hours or on school premises nor use students for political purposes. Any employee who intends to campaign for an elective public office shall notify the superintendent in writing at the earliest possible date.

Tutoring for pay

No certificated employee shall instruct, tutor or coach any student who is in that employee's classes during the academic year except for music lessons.

As a service only, a list of tutors may be maintained in the administrative offices for patrons who are seeking this type of service. Interested, qualified persons may register their names on the list. The tutor will be selected by the person wishing to use this service.

The school district will not be involved in any other way and will assume no responsibility for tutorial performance, pay, qualifications, etc. All arrangements for tutoring must be made directly between the individuals involved.

Adopted: January 21, 1992

Revised: January 1994

Revised: February 1995

Revised: April 1999

LEGAL REFS.: C.R.S. 18-12-105.5  
C.R.S. 19-3-308 (5.7)  
C.R.S. 22-32-109.8 (6)  
C.R.S. 22-32-109.8 (10)  
C.R.S. 24-18-104

CROSS REFS.: KH, Public Solicitations in the Schools  
KHB, Advertising in the School District and Revenue Enhancements