

## **Staff Conduct and Responsibilities**

All employees of Mapleton Public Schools (the “District”) staff members have a responsibility to make themselves familiar with and abide by Federal and State laws that affect their work, and the policies and regulations of the District.

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 in accordance with this policy’s accompanying regulation (GBEB-R). 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 in law which specify that a school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further 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, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority;
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises; or,
4. Perform any 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 school facilities and equipment to communicate or correspond with constituents, family members, or business associates on an occasional basis; or,

2. Accept or receive a benefit as an indirect consequence of transacting 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. Consistency and promptness in attendance at work.
2. 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 school property.
5. Concern and attention toward the safety and welfare of students.

### **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 District policy 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 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 District's policy regarding public possession of deadly weapons on school property or in school buildings shall apply to all District employees. 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.

### **Criminal Offenses**

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 or other agencies for purposes of screening the employee.

In addition, the District shall require the potential classified employee 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.

Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information. Non-licensed employees shall be terminated if the results of the fingerprint-based criminal history record check disclose a conviction for certain felonies, as provided in law.

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

Pursuant to Federal law, the District shall notify employees fingerprinted pursuant to this policy that the fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI) and the procedure for challenging the accuracy of the information contained in the FBI identification record. The District shall retain documentation that this notification was provided.

### **Unlawful Behavior Involving Children**

The District may make an inquiry with the Department of Education concerning whether any current employee of the District 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 employee's fitness for employment.

### **Notification Concerning Arrests**

District employees 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 an employee is charged with specific criminal offenses, as required by State law and in accordance with applicable District policies.

### **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: Screening/Testing 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 school personnel may have.

*Adopted December 11, 2012 by the Board of Education for Mapleton Public Schools.  
Revised October 23, 2018.*

LEGAL REFERENCES:

- 28 C.F.R. 50.12(b) (*notification requirements regarding fingerprints*)
- C.R.S. § 18-12-105.5 (*unlawful 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. § 22-32-109(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 (*duty to make inquiries prior to hiring*)
- C.R.S. § 22-32-109.8(6) (*requirement to terminate non-licensed employees for certain felony offenses*)
- C.R.S. § 22-32-109.9 (*licensed personnel fingerprint requirement*)
- 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. § 24-18-109 (*local government employee rules of conduct*)
- C.R.S. § 24-18-110 (*voluntary disclosure*)

CROSS REFERENCES:

JLC: Student Health Services and Records

JLDAC: Screening/Testing of Students

JLF: Reporting Child Abuse/Child Protection

KDBA: Parent Notification of Employee Criminal Charges



**GBEB**

KFA: Public Conduct on School Property