



Title:	Staff Conduct and Responsibilities
Designation:	GBEB-NSCA
Review Date:	9/15/2018
Office:	Human Resources

All staff members (including substitute staff) have a responsibility to know and abide by federal and state laws and regulations relevant to their work as well as NSCA administrative policies and the policies and procedures of the board of education as posted on the NSCA staff portal.

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 and the community. Their manner, dress, courtesy, actions, and attitudes serve as models that influence the development of young people. The board of education and the NSCA administration expect staff members to be exemplary models.

Staff is responsible for the education of and safety of all the students. Additional responsibilities, which shall be required of all personnel include but are not limited to:

- consistent and prompt attendance at work;
- enforcement of and adherence to administrative policies and procedures and the policies of the board of education;
- diligence in submitting required reports in accordance with guidelines and at the times specified;
- care and protection of school and NSCA 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.

Any staff member who is arrested or charged with one of the following offenses must notify his/her immediate supervisor within three business days:

- any felony offense;
- a misdemeanor or municipal violation involving unlawful sexual behavior;
- a misdemeanor or municipal violation involving children;
- a misdemeanor or municipal violation involving indecent exposure;

- driving under the influence or driving while ability impaired, as defined in C.R.S. 42-4-1301, but only if the staff member's employment with NSCA includes transporting students via motor vehicles.
- misdemeanor domestic violence, as defined in C.R.S. 18-6-800.3 (1);
- misdemeanor sexual assault, as defined in C.R.S. 18-3-402;
- misdemeanor unlawful sexual conduct, as defined in C.R.S. 18-3-404;
- misdemeanor child abuse, as defined in C.R.S. 18-6-401;
- misdemeanor sexual exploitation of children, as defined in C.R.S. 18-6-403;
- misdemeanor or municipal violation involving the illegal sale or possession of controlled substances, as defined by C.R.S. 12-22-303(7), excluding an arrest or charge for simple marijuana possession;
- a crime of violence, as defined in C.R.S. 18-1.3-406;
- indecent exposure, as defined in C.R.S. 18-7-302(2); and
- any felony offense in another state, the elements of which are substantially similar to the elements of the offenses described above.

Each staff member shall observe rules of conduct established in law and policy, which specify that a NSCA 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, or drug related paraphernalia on NSCA property or at any NSCA activity;
- report for duty under the influence of any substance including legally prescribed drugs and medicines, which will adversely affect his/her working ability, alertness, coordination, or jeopardize the safety of others;
- accept a gift or reward of substantial value or economic benefit, which would tend to improperly influence a reasonable person;
- perform any action on behalf of NSCA, which would create an economic benefit for the staff member and/or associates;
- sell to NSCA goods or services of any kind for personal gain without the express prior written consent of the board of education;
- supervise or evaluate a member of his or her immediate family;
- conduct his or her personal commercial business on NSCA property without prior specific written approval of the President or designee. Further, a NSCA staff member shall not pressure or obligate any NSCA staff member, student or parent to purchase goods or services;
- recommend or require the use of a psychotropic 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; or
- test or require a test for a child's behavior without prior written permission from the parents or the guardians of the child and prior written disclosure as to the disposition of the results of the testing.

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; and
- use school facilities and equipment (for example, NSCA phones for local calls or NSCA 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 and does not violate any other NSCA policy or state statute, e.g. the Fair Campaign Practices Act.

This NSCA policy replaces ASD20 Policy GBEB.

Legal Refs:

C.R.S. § 22-32-109(ee)

C.R.S. § 22-32-110(1)(k)

C.R.S. § 22-63-204

C.R.S. §§ 24-18-101 et seq.

C.R.S. §§ 22-2-106(1) (a) and (c) C.R.S.

§§ 22-2-107(1) (c)

Article IX, Section 1, Colorado Constitution

Cross Refs:

GBAA -Sexual Harassment of Staff

GBEA - Staff Ethics/Conflict of Interest GBEC

- Alcohol/Drug-Free Workplace

GBECA - Controlled Substance and Alcohol Testing of Staff Members Required to Hold a

Commercial Driver's License

EL 2.0 Global Executive Constraint EL

2.3 Treatment of Staff

EL 2.7 Employment, Compensation and Benefits