

**STAFF CONDUCT  
(AND RESPONSIBILITIES)**

All staff members have a responsibility to become familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of Centennial BOCES.

As representatives of Centennial BOCES and role models for students, all staff must demonstrate and uphold high professional, ethical and moral standards. Staff members must conduct themselves in a manner that is consistent with the mission of Centennial BOCES and must maintain professional boundaries with students at all times in accordance with this policy's accompanying regulation. 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 must observe the following rules of conduct established by state law. Accordingly, a Centennial BOCES employee must not:

1. Disclose or use confidential information acquired in the course of employment to further substantially the employee's 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 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.
3. Engage in substantial financial transaction for private business purposes with a person whom the staff member supervises.
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 a counsel, consultant, representative, or agent.

All staff members are expected to carry out their assigned responsibilities with conscientious concern.

It is not considered a breach of conduct for a staff member to:

1. Use Centennial BOCES 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 indirect consequence of transacting Centennial BOCES business.

Essential to the success of ongoing Centennial BOCES operations and the instructional program are the following specific responsibilities, which are required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of the policies of the Board and regulations of Centennial BOCES administration.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of Centennial BOCES property.
5. Concern and attention toward the safety and welfare of students.

**Child Abuse**

All Centennial BOCES 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 Board policy and state law.

The executive director 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 Centennial BOCES employee. Such information must remain confidential except that the executive director must notify the Colorado Department of Education of the child abuse investigation.

### **Possession of Deadly Weapons**

The Board's policy regarding public possession of deadly weapons on Centennial BOCES property or in Centennial BOCES buildings applies to employees of Centennial BOCES. However, the restrictions do not apply to employees who are required to carry or use deadly weapons in order to perform their necessary duties and functions.

### **Felony/Misdemeanor Convictions**

If, subsequent to beginning employment with Centennial BOCES, Centennial BOCES 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 offenses or infractions, Centennial BOCES must make inquiries to the Department of Education for purposes of screening the employee.

In addition, Centennial BOCES must require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency, an authorized district or BOCES employee, 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 must be forwarded to the Colorado Bureau of Investigation (CBI) 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. When the results of the fingerprint-based criminal history record check reveal a record of arrest without a disposition, Centennial BOCES must require the employee to submit to a name-based criminal history record check. Criminal history record information must be used solely for the purpose requested and cannot be disseminated outside the receiving departments, related agencies, or other authorized entities.

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

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

### **Unlawful Behavior Involving Children**

Centennial BOCES may make an inquiry with the Department of Education concerning whether any current employee of Centennial BOCES 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, an allegation of a sexual act involving a student who is eighteen years of age or older, regardless of whether the student consented to the sexual act, or unlawful behavior involving children. Disciplinary action, including termination of employment, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

### **Notification Concerning Arrests**

Centennial BOCES employees must notify Centennial BOCES when they are arrested for specific criminal offenses, in accordance with this policy's accompanying regulation.

Centennial BOCES must notify students' parents/guardians when Centennial BOCES employees are charged with specific criminal offenses, as required by state law and in accordance with applicable Board policy.

### **Personnel Addressing Health Care Treatment for Behavior Issues**

Centennial BOCES personnel are prohibited 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 the Board policy concerning survey, assessment, analysis or evaluation of students. Centennial BOCES personnel are encouraged to discuss concerns about a student's behavior with the student's parent/guardian, and such discussions may include a suggestion that the parent/guardian speak with an appropriate health care professional regarding any behavior concerns.

LEGAL REFS.:           28 C.F.R. 50.12 (b) notification requirements regarding fingerprints  
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) school personnel prohibited from recommending certain drugs for students or ordering behavior tests without parent 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) inquiries upon good cause to department of education for purpose of ongoing screening of employees  
C.R.S. 22-32-109.7 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 employment of non-licensed employees 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. 24-18-109 local government employee rules of conduct  
C.R.S. 24-18-110 voluntary disclosure

CROSS REFS.:           JLC, Student Health Services and Records  
JLDAC, Screening/Testing of Students  
JLF, Reporting Child Abuse/Child Protection  
KDBA, Parent Notification of Employee Criminal Charges

**KFA, Public Conduct on Centennial BOCES Property**

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Centennial BOCES