



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Staff Conduct and Responsibilities
Policy Number:	GBEB-TCA
Original Date:	6/15/1995
Last Reviewed:	9/10/2021
Category:	Staff
Cabinet Level Owner:	Director of Human Resources

All staff members (including guest staff) have a responsibility to make themselves familiar with and abide by federal and state laws, applicable Academy District 20 policies, and TCA board and administrative policies and procedures, as these affect their work. This includes the TCA Core Values and Titan’s Creed. 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 TCA Board of Directors and TCA administration expect staff members to be exemplary models.

As representatives of TCA 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 TCA 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, and administrative policies and procedures.
- Diligence in the timely submission of required reports and documentation.
- Care and protection of school resources and TCA 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 TCA 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 TCA property or at any TCA 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 TCA property, in any TCA vehicle, or at any TCA-sponsored activity regardless of location, except as provided by law and with specific written authorization from the president 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 Academy District 20 Policy JICI Weapons in School.
- 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 TCA that would create an economic benefit for the staff member, family member(s), and/or associate(s).
- Sell to TCA goods or services of any kind for personal gain without the express prior written consent of the president.
- Recommend for hire, supervise, and/or evaluate a member of his or her immediate family.
- Conduct personal commercial business on TCA property without prior specific written approval of the president or designee. Further, a TCA staff member shall not pressure or obligate any TCA 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, 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, TCA phones for local calls), 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 TCA policy or state statute, e.g. the Fair Campaign Practices Act.

This TCA Policy replaces ASD20 Policy GBEB.

**Legal References**

- 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. § 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 (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 (6)(a) (requirement to terminate non-licensed staff member for certain felony offenses)
- 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 References**

- GBAA-TCA Sexual Harassment of Staff
- GBEA-TCA Staff Ethics/Conflict of Interest
- GBEB-TCA-R Staff Conduct and Responsibilities Procedures
- GBEC-TCA Alcohol/Drug-Free Workplace
- GBEE – Staff Use Agreement of District Electronic Devices
- JICI – Weapons in School
- KFA – Public Conduct on School Property

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
6/15/1995	Creation of policy	Director of Human Resources
4/9/2014	Reformatted policy into new template	Director of Human Resources
9/10/2021	Updated policy	Director of Human Resources