



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Staff Conduct and Responsibilities
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Staff Conduct and Responsibilities

All staff members, substitute teachers, non-staff volunteers, or any persons who work under the control of school authorities 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 NSCA Board of Directors as these affect their work. All staff members must 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 community. Their manner, dress, language, , actions, and attitudes serve as models that influence the development of young people. The NSCA Board of Directors and the administration expect staff members to be exemplary models.

As representatives of NSCA 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 NSCA. Staff members 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 and safety of all the students.

Additional responsibilities, which shall be required of all personnel, include but are not limited to:

1. consistent and prompt attendance at work;
2. enforcement of and adherence to federal and state laws, administrative policies, and procedures, and the policies of the board of NSCA;
3. diligence in submitting required reports in accordance with guidelines and at the times specified;
4. care and protection of school and NSCA property;
5. attention to the safety and welfare of students, including the need to ensure that students are under supervision at all times;
6. disclosure or use of confidential information acquired during his or her employment only to staff 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:

1. any felony offense;
2. a misdemeanor or municipal violation involving unlawful sexual behavior;
3. a misdemeanor or municipal violation involving children;
4. a misdemeanor or municipal violation involving indecent exposure;
5. 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.
6. misdemeanor domestic violence, as defined in C.R.S. 18-6-800.3 (1);
7. misdemeanor sexual assault, as defined in C.R.S. 18-3-402;
8. misdemeanor unlawful sexual conduct, as defined in C.R.S. 18-3-404;
9. misdemeanor child abuse, as defined in C.R.S. 18-6-401;
10. misdemeanor sexual exploitation of children, as defined in C.R.S. 18-6-403;
11. 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;
12. a crime of violence, as defined in C.R.S. 18-1.3-406;
13. indecent exposure, as defined in C.R.S. 18-7-302(2); and
14. 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 an NSCA staff member shall not:

1. Report for duty under the influence of any narcotic, alcoholic beverage, illegal drug, or intoxicant.
2. Participate in the unlawful manufacture, distribution, dispensing, possession, or use of narcotics, alcoholic beverages, illegal drugs, intoxicants, controlled substances, tobacco products, or drug-related paraphernalia on school property or at any school activity.
3. Report for duty under the influence of any substance, including legally prescribed drugs and medicines, that will adversely affect their working ability, alertness, coordination or jeopardize the safety of others.
4. Possess or use any dangerous weapon on school property, in any school vehicle, or at any school-sponsored activity, regardless of location, except as provided by law and with specific written authorization from the superintendent or designee. The restrictions shall not apply to staff members required to carry or use deadly weapons to perform their necessary duties and functions. "Dangerous weapon" for

purposes of this policy has the same meaning as it does in District policy JICI Weapons in School.

5. Accept a gift of substantial value or substantial economic benefit 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 a reward for action taken.
6. Perform an action that 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 significant financial interest or is engaged as counsel, consultant, representative, or agent.
7. Sell to the School goods or services of any kind for personal gain without the express prior written consent of the Board of Education.
8. Recommend for hire, supervise, and/or evaluate a member of their immediate family.
9. Conduct personal commercial business on School property without prior specific written approval of the Executive Director or designee. Further, a School staff member shall not pressure or obligate any school staff member, student, or parent to purchase goods or services.
10. 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.
11. 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.
12. Engage in a financial transaction for private business purposes with a person whom the staff member supervises.
13. Fail to cooperate and provide truthful information in any administrative or law enforcement investigation.
14. Engage in insubordinate actions or behavior toward an administrator and/or supervisor's reasonable directives.
Neglect their duty as outlined within law, Board and/or administrative policy, performance standards, job profile, and/or other assigned duties as directed by an administrator and/or supervisor.

It is permissible for a staff member to:

- receive an occasional gift or benefit that 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, 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.

Legal Refs:

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) (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)(pp) (annual employee notification requirement regarding federal student loan repayment programs and student loan forgiveness programs)
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 (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 non-licensed staff member 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. 24-18-190 (local government employee rules of conduct)
C.R.S. 24-18-110 (voluntary disclosure)

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
DDA-NSCA - Donation Financial Policy

Revision History

Date	Revision Details	Revised By
09/15/2018	Approved	Board, Executive Director
05/07/2025	Revised, Approved	Compliance Officer, Board