



EMPLOYEE CODE OF CONDUCT POLICY

This policy was approved by the Governing Council on November 30, 2016.

Purpose

All Mountain Phoenix faculty and staff are Jeffco employees and therefore have the responsibility to follow rules of conduct established by law, district, and school policy, whether these rules involve employees' own conduct, or conduct they observe that requires reporting, intervention, or other action.

Furthermore, the employees of Mountain Phoenix have a responsibility to support the mission of the school. This responsibility encompasses their work activities as well as their behavior and interactions with students and their families, fellow employees, school administration, and other Mountain Phoenix community members. The success of the school depends on the employees' fulfillment of this responsibility.

To ensure that Mountain Phoenix employees are aware of their professional responsibilities and are committed to adhering to them, all employees must review and acknowledge, by signing, the Mountain Phoenix Employee Handbook, within their first 30 days of employment. The Handbook is available at [\[LINK\]](#).

Additionally, all employees must review and acknowledge, by signing, the Jeffco Professional Responsibilities, also within their first 30 days of employment. The Jeffco document is provided below as an addendum to this policy.

Failure to adhere to the standards articulated in these two documents may lead to initiation of the employee performance improvement plan for remediation. For a severe violation, it could result in the employee's termination.

HISTORY

Original: approved on November 30, 2016.

Appendix 1: Jeffco Professional Responsibilities

These are summaries of the Policy or Regulation. Refer to the Policy for detail.

Unlawful Discrimination/Equal Opportunity – [Policy AC](#)

No otherwise qualified person shall be excluded from participation in, be denied the benefits of, or be subject to unlawful discrimination under any District program or activity on the basis of ethnicity or race, color, religion, national origin, ancestry, sex, sexual orientation, age or disability.

Reporting Child Abuse – [Policy JLF](#)

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect, as defined by statute, shall immediately report or cause a report to be made to the Jefferson County Department of Human Services or local law enforcement agency. In those cases where the child abuse is observed to be in progress, notification shall be made immediately to the law enforcement agency of that jurisdiction.

Harassment of Employees – [Policy GBAA](#)

Jeffco Public Schools is committed to providing a working and learning environment that is free from harassment and it is the policy of this District that harassment in any form will not be tolerated. The District does not tolerate harassment by employees, supervisors or non-employees based on sex (with or without sexual conduct), race, color, religion, national origin, age, disability, sexual orientation, or protected activity (opposition to prohibited discrimination or participation in the statutory complaint process). This policy also specifically addresses behaviors/actions that may be viewed as a hostile work environment and/or sexual harassment.

Drug Free Work Place – [Policy GBEC](#)

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol, controlled substances and illicit drugs, are prohibited on District premises or as part of any school activity of Jeffco Public Schools. This policy shall apply to all District employees. In order to promote a healthy environment for students, the use of alcohol is prohibited on District premises or as part of any activity involving students. Employees may be subject to controlled substance and alcohol testing.

These are summaries of the Policy or Regulation. Refer to the Policy for detail.

Violence in the Workplace – [Policy GBEF](#)

The District is committed to maintaining a safe environment for students, employees and the community. Acts such as intimidation, threatening or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault, vandalism, arson, sabotage, possession or use of weapons, jokes or offensive comments regarding violence, or any other violent acts, which in management's opinion, are inappropriate in the workplace, will not be tolerated.

Conflict of Interest – [Policy GBEA](#)

A conflict of interest is defined as any activity or venture engaged in which is incompatible with the employee's assigned responsibilities.

Employees will not:

- use their position with the district for private or individual gain or private advantage.
- accept any money, favors, or gifts since these may appear to impair professional judgment.
- promote or sell anything to students if there is any financial or indirect benefit involved.
- accept gratuities for services performed while acting as an agent of the school District.
- evaluate an employee directly related to that staff member.

When questions about specific activities arise, these should be discussed with the immediate supervisor, principal/area administrator, executive director, chief operating officer, or superintendent.

Staff Conduct – [Policy GBEB](#)

All staff members have a responsibility to make themselves familiar with and abide by state and federal laws as these affect their work and the policies and regulations of the district.

Prohibited Activities: Each staff member shall observe rules of conduct established in law and in district policy which specify that a school employee, among other things, shall not:

- Disclose or use confidential information to further his or her personal financial interests.
- Accept a gift which could improperly influence the employee to take action in which the employee exercised discretionary authority.
- See policy for additional prohibitions.

These are summaries of the Policy or Regulation. Refer to the Policy for detail.

Staff Conduct - (cont'd)

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

Essential to the success of ongoing district operations and the instructional/department program are the following specific responsibilities, which shall be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Compliance, support, and enforcement of policies and regulations of the district.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of district property.
5. Concern and attention toward their own and the district's legal responsibility for the safety and welfare of students, including the need to ensure that students are supervised at all times.
6. Support for providing healthy learning environments and appropriate role models for students.
7. Conduct themselves in a manner which is not disruptive to the educational and/or supportive programs of the district.
8. It is the responsibility of every administrator to ensure that employee obligations and responsibilities are fulfilled.

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 report such in accordance with district policy [JLF, Reporting Child Abuse.](#)

Possession of Deadly Weapons: The provisions of the policy regarding public possession of deadly weapons on school property or in school buildings also shall apply to employees of the district. 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. See policy [JICl, Weapons in School.](#)

Public Gifts/Donations – [Policy KCD](#)

A gift shall be defined as money, real or personal property and personal services provided without consideration. Gifts from organizations, community groups and/or individuals which will benefit the District shall be encouraged by district administration. The District reserves the right to accept or decline any proposed gifts. In determining whether a gift will be accepted, consideration shall be given to district policies, school district goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

These are summaries of the Policy or Regulation. Refer to the Policy for detail.

Environmental and Safety Program – [Policy EB](#)

District staff shall guard against accidents by taking every reasonable precaution to protect the safety of all students, employees, visitors, and others present on district property or at school sponsored events.

Recommended safety practices as they pertain to the school plant, special areas of instruction, student transportation, school sports, occupational safety, etc., shall be observed by all personnel.

The district's instructional program shall include instruction in accident and fire prevention, emergency procedures and traffic, bicycle, and pedestrian safety in the appropriate grades and classes.

Building principals and department managers shall be responsible for supervising the safety program and reporting hazards in their area of assignment. The superintendent shall have overall responsibility for the safety program of the district. It shall be the superintendent's or designee's responsibility to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety. This will include the conduct and documentation of annual inspections of school facilities to address the removal of hazards and vandalism and any other barriers to safety and supervision.

Vendor Relations – [Policy DJG](#)

No Favoritism: No favoritism shall be extended to any vendor.

Sales Calls: To protect the staff and programs against undue invasion of the school or work day, sales representatives shall not be permitted in the schools or other departments for the purpose of making sales calls unless authorized to do so by the Director of Purchasing or designee.

Violations: Reported violations will be investigated by the District. Vendors/sales representatives found to have violated these provisions, may be barred from doing business with the District. Employees may be disciplined according to District policy.

Employee Businesses: No employee except those specifically designated in writing shall be an agent of the District. No employee or firm owned in whole or in part by an employee shall be allowed to sell goods of any kind to the District, nor services of any kind other than those for which he or she was employed.

Relations with Governmental Authorities – [Policy KL](#)

The Jefferson County Public Schools serve the children, parents, and all other residents of the county. It is in the interest of the constituents that the functions of the Board of Education be related to other governmental agencies concerned with the security, safety, health and well-being of the citizenry.

The Board of Education and the administrative staff will take all reasonable steps to plan and work cooperatively with other governmental agencies that have legal jurisdiction within Jefferson County.

These are summaries of the Policy or Regulation. Refer to the Policy for detail.

Development of District Policies and Regulations – [Policy CHA](#)

The Board delegates to the superintendent the responsibility of developing district policies and regulations under which the district will be operated in accordance with Board policy. In the development of district policies and regulations, the superintendent shall consider the viewpoints of those who will be affected. The Board itself shall approve district policies and regulations when specific state or federal laws require the Board to do so, or when the superintendent considers such approval desirable.

Staff Use of the Internet and Electronic Communications – [Policy GBEE](#)

The District supports the use of the internet and electronic communications by staff to improve teaching and learning through interpersonal communication, access to information, research, training and collaboration and dissemination of successful educational practices, methods and materials. District computers and computer systems are owned by the District and are intended for educational purposes and District business at all times. The District reserves the right to monitor, inspect, copy, review and store (at any time and without prior notice) all usage of District computers and computer systems, including all internet and electronic communications access and transmission/receipt of materials and information. Staff members shall use District computers and computer systems in a responsible, efficient, ethical and legal manner.

Equal Educational Opportunities – [Policy JB](#)

The Board is committed to the policy that no otherwise qualified student shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any District program or activity on the basis of race, religion, national origin, ancestry, sex, sexual orientation, or disability.

Further, the Board affirms the rights of all students to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment. The Board affirms this right regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, or disability.

Harassment of Students – [Policy JBB](#)

The Board of Education is committed to maintaining a learning environment for students that is free from harassment based on an individual's race, color, religion, national origin, ancestry, sex, sexual orientation, or disability. All such harassment by District employees, students, and third parties is strictly prohibited. Harassment based on race, color, religion, national origin, ancestry, sex, sexual orientation, or disability will be regarded as a violation of this policy when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
2. Submission to, or rejection of, such condition is used as the basis for educational decisions affecting the student; or
3. Such conduct has the purpose or effect of adversely affecting a student's ability to participate in, or benefit from, District program(s), or of creating an intimidating, hostile, or offensive educational environment.

These are summaries of the Policy or Regulation. Refer to the Policy for detail.

Prevention of Bullying – [Policy JBC](#)

The Board of Education recognizes the negative impact that bullying has on student health, welfare, and safety and on the learning environment at school. Bullying is prohibited on all district property, at district or school-sanctioned activities or events, when students are being transported in vehicles dispatched by the district or one of its schools, and off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.

“Bullying” means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance; or against whom federal and state laws prohibit discrimination.

All administrators, teachers, classified staff, and students share the responsibility to ensure that bullying does not occur at any district school, on any district property, at any district or school-sanctioned activities or events, when students are being transported in any vehicle dispatched by the district or one of its schools, or off school property when such conduct has a nexus to school or any district curricular or non-curricular activity or event.