

Code of Ethics of the Education Profession
Adopted by the NEA Representative Assembly, July, 1968

The educator believes in the worth and dignity of man. He/She recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nurture of democratic citizenship. He/She regards as essential to these goals the protection of educational opportunity for all. The educator accepts his/her responsibility to practice his/her profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he/she has accepted in choosing a career in education, and engages himself/herself, individually and collectively with other educators, to judge his/her colleagues, and to be judged by them, in accordance with the provisions of this Code. (PREAMBLE)

PRINCIPLE I - Commitment to the Student

The educator measures his/her success by the progress of each student toward the realization of his/her potential as a worthy and effective citizen. The educator, therefore, works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling his/her obligation to the student, the educator:

1. Shall not, without just cause, restrain the student from independent action in his/her pursuit of learning, and shall not, without just cause, deny the student access to varying points of view.
2. Shall not deliberately suppress or distort subject matter for which he/she bears responsibility.
3. Shall make reasonable efforts to protect the student from conditions harmful to learning or to health and safety.
4. Shall conduct professional business in such a way that he/she does not expose the student to unnecessary embarrassment or disparagement.
5. Shall not, on the ground of race, color, creed or national origin, exclude any student from participation or deny him/her benefits under any program, nor grant any discriminatory consideration or advantage.
6. Shall not use professional relationships with students for private advantage.
7. Shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
8. Shall not tutor for remuneration students assigned to his/her classes, unless no other qualified teacher is reasonably available.

PRINCIPLE II - Commitment to the Public

The educator believes that patriotism in its highest form requires dedication to the principles of our democratic heritage. He/She shares with all other citizens the responsibility for the development of sound public policy and assumes full political and citizenship responsibilities. The educator bears particular responsibility for the development of policy relating to the extension of educational opportunities for all and for interpreting educational programs and policies to the public. In fulfilling his/her obligation to the public, the educator:

1. Shall not misrepresent an institution or organization with which he/she is affiliated, and shall take adequate precautions to distinguish between his/her personal and institutional or organizational views.
2. Shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expressions.
3. Shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities.
4. Shall not use institutional privileges for private gain or to promote political candidates or partisan political activities.
5. Shall accept no gratuities, gifts, or favors that might impair or appear to impair professional judgment, not offer any favor, service, or thing of value to obtain special advantage.

PRINCIPLE III - Commitment to the Profession

The educator believes that the quality of the services of the education profession directly influences the nation and its citizens. He/She, therefore, exerts every effort to raise professional standards, to improve his/her service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. Aware of the value of united effort, he/she contributes actively to the support, planning, and programs of professional organizations. In fulfilling his/her obligation to the profession, the educator:

1. Shall not discriminate on the ground of race, color, creed, or national origin for membership in professional organizations, nor interfere with the free participation of colleagues in the affairs of the association.
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
3. Shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues.
4. Shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes.
5. Shall not refuse to participate in a professional inquiry, when requested by an appropriate professional association.
6. Shall provide, upon the request of the aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
7. Shall not misrepresent his/her professional qualifications.
8. Shall not knowingly distort evaluations of colleagues.

PRINCIPLE IV - Commitment to Professional Employment Practices

The educator regards the employment agreement as a pledge to be executed both in spirit and in fact, in a manner consistent with the highest ideals of professional service. He/she believes that sound professional personnel relationships with governing boards are built upon personal integrity, dignity and mutual respect. The educator discourages the practice of his/her profession by unqualified persons. In fulfilling his/her obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
2. Shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates.
3. Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
4. Shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall give prompt notice of change in availability or nature of a position.
5. Shall not accept a position when so requested by the appropriate professional organization.
6. Shall adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency.
7. Shall conduct professional business through channels, when available, that have been jointly approved by the professional organization and the employing agency.
8. Shall not delegate assigned tasks to unqualified personnel.
9. Shall permit no commercial exploitation of his/her professional position.
10. Shall use time granted for the purpose for which it is intended.

Jeffco School Board Policies & Regulations

DISTRICT POLICY GBEA STAFF CONFLICT OF INTEREST

Adopted: June 26, 1997

Revised: April 24, 2001

District Regulation: GBEA-R

District Exhibit: GBEA-E

The district believes that public employment and the possession and control of district property is a public trust. The privilege of using public facilities in one's employment imposes on employees an obligation to exercise the greatest care to conserve district property for district use.

All employees shall be expected to perform the duties of the position to which they are assigned.

A violation of this policy shall constitute just cause for appropriate disciplinary action.

Prohibited Activities

Every employee must refrain from all activities which:

1. Create a conflict of interest with the performance of his or her district duties and responsibilities.
2. Rely upon the use of district buildings, equipment, supplies, in-school services of other district personnel, in-school contact with district students, or on-the-job time of the employee, through such activities as:
 - a. Tutoring of and/or giving private lessons to students assigned to the employee's class for pay.
 - b. Promoting educational tours, clinics, workshops, etc., not approved by the district when such promotion results personal gain.
 - c. Soliciting students or district employees for activities which are not district approved and which result in personal or indirect gain.
3. Benefit the employee by personal gain, financial gain, or private advantage because of the commercial exploitation of their status, influence, or position with the district.

Employee Authorship

No employee shall participate in the selection of textbooks or learning resources if the employee has authored or developed the textbooks or resources being considered.

Nepotism

More than one member of an immediate family may be employed by the district; however, no employee may be under the direct supervision of, or be evaluated by, a member of the employee's immediate family.

LEGAL REFS.:

C.R.S. 24-18-105

CROSS REFS.:

IJK, Supplementary Materials Selection and Adoption

GBEB, Staff Conduct

DISTRICT POLICY
GBEB
STAFF CONDUCT

Adopted: June 26, 1997
Revised: November 12, 2002

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:

1. Disclose or use confidential information acquired in the course of his or her employment to further his or her personal financial interests.
2. Accept a gift or benefit tantamount to a gift which is intended to, or would tend to, improperly influence a reasonable person in the employee's position or which the employee knows or should know is primarily for the purpose of rewarding the employee for action taken in which the employee exercised discretionary authority.
3. Engage in a substantial financial transaction for the employee's private business purposes with a person whom the employee supervises.
4. Perform any action in which the employee has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which he or she has a substantial financial interest or in which he or she is engaged as a counsel, consultant, representative, or agent.

The phrase "economic benefit tantamount to a gift" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value, and discounts which are not available to the general public other than through district sanctioned programs.

It is permissible for an employee to receive:

1. An occasional nonpecuniary gift which is insignificant in value.
2. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate.
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of his or her position and designed to further one's knowledge in that position.
5. Items of perishable or nonpermanent value including but not limited to, meals, lodging, travel expenses, or tickets to sporting, recreational, educational, or cultural events.
6. Payment for speeches, debates, or other public events reported as honorariums.

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

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

1. Use school 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 an indirect consequence of transacting school district business.

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.

Felony/Misdemeanor Convictions

If, subsequent to beginning employment with the district, the district learns or has good cause to believe that any staff member has been convicted of any felony or misdemeanor (other than a misdemeanor traffic offense or infraction) the district shall make inquiries to the Department of Education for purposes of screening the employee.

In addition, the district shall require the employee to submit a complete set of fingerprints taken by a qualified law enforcement agency. Fingerprints shall be submitted within 20 days of receipt of written notification. The fingerprints shall be forwarded to the Colorado Bureau of Investigation (CBI) for the purpose of conducting a state and national fingerprint-based criminal history check utilizing the records of the Colorado Bureau of Investigation and the Federal Bureau of Investigation. Disciplinary action, which could include dismissal from employment, may be taken against personnel if the results of fingerprint processing provide relevant information.

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

Unlawful Behavior Involving Children

The district may make an inquiry with the Department of Education concerning whether any current employee of the school district has been convicted of, pled nolo contendere to, or received a deferred sentence or deferred prosecution for a felony or misdemeanor crime involving unlawful sexual behavior or unlawful behavior involving children. Disciplinary action, including termination, may be taken if the inquiry discloses information relevant to the employee's fitness for employment.

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.

The superintendent 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 school district employee. Such information shall remain confidential except that the superintendent shall notify the Colorado Department of Education of the child abuse investigation.

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.

LEGAL REFS.:

C.R.S. 18-12-105.5

C.R.S. 19-3-308 (5.7)

C.R.S. 22-32-109.1 (8)

C.R.S. 22-32-109.7

C.R.S. 22-32-109.8 (6)

C.R.S. 22-32-109.8 (10)

C.R.S. 22-32-109.9

C.R.S. 22-32-110 (1)(k)

C.R.S. 22-65-105

C.R.S. 24-18-104

C.R.S. 24-18-109

CROSS REFS.:

GBED, Tobacco Free Workplace

JICI, Weapons in School

JLF, Reporting Child Abuse

KFA, Public Conduct on School Property

DISTRICT EXHIBIT
GBEA-E
STAFF ETHICS/CONFLICT OF INTEREST
Adopted: June 26, 1997

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school district employees "are intended as guides to conduct and do not constitute violations as such of the public trust of office or employment..."

An employee "should not acquire or hold an interest in any business or undertaking which he has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which he has substantive authority."

An employee "should not, within six months following the termination of his ... employment, obtain employment in which he will take direct advantage, unavailable to others, of matters with which he was directly involved during his term of employment. These matters include rules, other than rules of general application, which he actively helped to formulate and applications, claims, or contested cases in the consideration of which he was an active participant."

An employee "should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when he has a substantial financial interest in a competing firm or undertaking."

DISTRICT REGULATION
GBEA-R
STAFF CONFLICT OF INTREST
Adopted: June 26, 1997
Revised: November 12, 2002

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

The following guidelines are included for staff direction. These guidelines are not intended to be all encompassing but provide a reference point for staff members.

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

General Guidelines

1. Employees will not use their position with the district for private or individual gain.
2. Staff members will not accept any money, favors, or gifts from students, or students' family members, that are expensive or have real value. Although there may be no wrongful activity involved, acceptance of money, favors, or gifts may appear to impair professional judgment and any appearance of wrongful acts, as well as wrongful acts in themselves, are to be avoided.
3. Staff members are not to use their professional relationships with students for private advantage.
4. Without prior district approval, staff members may not promote or sell anything to students if there is any financial or indirect benefit involved.
5. Administrative personnel who have an assigned work year of 229 days who choose to act as paid consultants or honoraria recipients will use their vacation time, their personal leave, or unpaid leave of absence (maximum of five working days). Prior approval must be obtained from immediate supervisor; i.e., executive director, area administrator, assistant superintendent, associate superintendent, chief operating officer, or superintendent.
6. Any employee may apply for short leave of absence without pay (maximum of five working days) to participate as a paid consultant. The leave must be initially approved by the immediate supervisor and submitted to the assistant superintendent of Human Resources for further consideration.
7. Activities that may result in a conflict of interest must be submitted in writing to the assistant superintendent of Human Resources via the immediate supervisor for review, direction, and consideration.
8. Staff members or citizens who write, edit, or publish textbooks or learning resource materials may not be members of any school or district-wide committee that will render recommendations or decisions for
9. The use of district buildings, equipment, supplies, in-school services of other district personnel, in-school contact with students of the district, or on-the-job time of the employee for personal or indirect gain is to

- be avoided.
10. Tutoring of and/or giving private lessons to students assigned to one's classes for pay is not allowed. Tutoring students in the same school is acceptable if approved by the principal in charge of that school.
 11. Accepting gratuities for services performed while acting as an agent of the school district is not permitted.
 12. Other employees, patrons, or students should not be influenced to participate in an activity or business venture in order to positively affect evaluations, promotions, or grades.
 13. At no time may any employee responsible for the supervision and/or evaluation of an employee be directly related to that staff member.
 14. Administrative and professional/technical employees may not be compensated for any additional work connected with their administrative assignment during their assigned work year. This prohibition applies to, but is not limited to, night school supervision and grant management. Administrative and professional/technical employees may be compensated for district work performed on vacation days and for work not directly connected with their district assignment. Questions should be referred to area administrators and/or assistant/associate superintendents or chief operating officer.

Disciplinary Action

Violation of the policy statement or the regulations may result in disciplinary action as follows:

1. Reprimand and/or written inclusion in the employee's evaluation report.
2. Dismissal proceedings for reasonable cause as provided by Board policy or law.