

# CHAVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Board Policy Manual
<b>Section</b>	Chapter 5 Human Resources
<b>Title</b>	BP 5250 Standards of Conduct
<b>Number</b>	BP 5250
<b>Status</b>	Active
<b>Legal</b>	Chavez/Huerta K-12 Preparatory Academy Charter School Contract Chavez/Huerta K-12 Preparatory Academy Board Policy C.R.S. 18-12-105.5 C.R.S. 18-12-214 (3)(b) C.R.S. 19-3-308 (5.7) C.R.S. 22-32-109.1 (9)
<b>Adopted</b>	October 11, 2016
<b>Last Reviewed</b>	October 11, 2016

The Executive Director shall establish procedures for the imposition of discipline on employees in accordance with the requirements for due process of the federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the suspension, demotion, or dismissal of an employee.

The procedures shall be made widely available to employees through the employee online portal at [www.chpa-k12.org](http://www.chpa-k12.org) and other means. Employees who violate any of the following standards of conduct while at CHPA, on campus or at off-campus school-sponsored activities are subject to the procedures outlined in Administrative Procedure 5250: Employee Discipline Procedures:

1. Causing, attempting to cause, or threatening to cause physical injury to another person or to one's self or;
2. Engaging in intimidating conduct or bullying against an employee or student through words or actions, including direct physical contact, verbal assaults, such as teasing or name-calling, social isolation or manipulation, and cyber-bullying.
3. Engaging in harassing or discriminatory behavior. CHPA's response to instances of sexual harassment will follow the processes identified in Board Policy and Administrative Procedure 5080 Employee Grievances.
4. Possession, sale, or otherwise furnishing a weapon, including but not limited to, any actual facsimile of a firearm, knife, explosive or other dangerous object, or any item used to threaten bodily harm without written permission from a CHPA employee or student.
5. Use, Possession, distribution, or offer to sell alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs while on campus or while participating in any school-sponsored event.

6. Presence on campus while under the influence of alcoholic beverages, narcotics, hallucinogenic drugs, marijuana, other controlled substances or dangerous drugs.
7. Committing or attempting to commit robbery or extortion.
8. Causing or attempting to cause damage to CHPA property or to private property on campus.
9. Stealing or attempting to steal CHPA property or private property on campus, or knowingly receiving stolen CHPA property or private property on campus.
10. Willful or persistent smoking (including e-cigarettes or use of similar mechanisms) in any area where smoking has been prohibited by law or by regulation of the CHPA.
11. Obstruction or disruption of classes, administrative or disciplinary procedures, or authorized school activities.
12. Disruptive behavior, willful disobedience, profanity, vulgarity, lewd, or other offensive conduct, on campus or during school sponsored activities.
13. The persistent defiance of authority or abuse of CHPA/school personnel.
14. Academic dishonesty, cheating, or plagiarism.
15. Dishonesty, forgery, alteration or misuse of CHPA/school documents, records or identification, or knowingly furnishing false information to CHPA or any related off-site agency or organization.
16. Unauthorized entry to or use of CHPA facilities.
17. Engaging in expression which is obscene, libelous, or slanderous, or which so incites staff or students as to create a clear and present danger of the commission of unlawful acts on CHPA premises, or the violation of lawful CHPA administrative procedures, or the substantial disruption of the orderly operation of CHPA.
18. Violation of CHPA rules and regulations including those concerning outside organizations, the use of CHPA facilities, or the time, place, and manner of public expression or distribution of materials.
19. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
20. Unauthorized preparation, giving, selling, transfer, distribution, or publication of any recording or photography of an academic presentation in a classroom or equivalent site of instruction, including but not limited to written class materials, except as permitted by CHPA policy or administrative procedure.
21. Violation of professional ethical code of conduct in classroom or in any CHPA related environment.

Employees who engage in any of the above are subject to the procedures outlined in Administrative Procedure 5250.

**Last Revised**      September 21, 2016