



Book	BYLAWS AND POLICIES
Section	3000 CERTIFIED STAFF
Title	STAFF ETHICS AND PROFESSIONALISM
Number	3210
Status	ACTIVE
Adopted	November 17, 2020

1) STAFF ETHICS

- a. An effective educational program requires the services of employees of integrity, high ideals, and respect. To maintain and promote these essentials, the Board expects all certified staff members to maintain high standards in their working relationships.
- b. Certified staff members in the performance of their certified duties will:
 - i. recognize basic dignities of all individuals with whom they interact in the performance of duties;
 - ii. represent accurately their qualifications;
 - iii. exercise due care to protect the mental and physical safety of students, colleagues, and subordinates;
 - iv. seek and apply the knowledge and skills appropriate to assigned responsibilities;
 - v. keep in confidence all student related information unless such information needs to be shared in the discharge of their certified responsibilities;
 - vi. ensure that their actions or those of another on their behalf are not made with specific intent of advancing private economic interests;
 - vii. avoid accepting anything of value offered by another for the purpose of influencing judgment;
 - viii. refrain from using their position or public property or permitting another person to use an employee's position or public property, to influence District personnel issues for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen.

2) STAFF GIFTS

- a. The Board does not discourage the presentation of gifts to certified staff members by students and their parents, to the extent that it does not embarrass students with limited means and give the appearance of currying favor.
- b. It is the policy of the Board that no certified staff member should expect or solicit gifts for carrying out the terms of his/her teaching contract.
- c. The administration will take appropriate disciplinary action in cases involving a violation of this policy.

3) SEXTING

- a. The practice of sending or sharing sexually explicit text messages, photographs, or video is strictly prohibited in the workplace. This policy strictly prohibits sexual material in electronic or any other form and includes, but is not limited to, sexual material contained in a personal cellular phone, Edison School of the Arts cell phone or Blackberry, camera phone or personal digital assistant, and sexual material transmitted by text message, e-mail or any other electronic communication medium.
- b. An employee may not possess, view, send, or share pictures or texts having sexual content, with Edison School of the Arts students or any other individual, while the employee is on Edison School of the Arts property, at Edison School of the Arts sporting events, on school buses, or other vehicles provided by Edison School of the Arts.
- c. Any employee who violates this policy is subject to appropriate disciplinary action, up to and including discharge.
- d. The Executive Director, CEO may promulgate rules and procedures related to staff members' possession, distribution or exhibition of explicit sexual or other adult material while on duty, at IPS locations or utilizing IPS property, including computer and network services.

4) FREEDOM OF SPEECH IN NON-INSTRUCTIONAL SETTINGS

- a. The Board acknowledges the right of its certified staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the school, however, the certified staff member's expression must be balanced against the interests of the school.
- b. The Executive Director, CEO will develop procedures to help clarify and, therefore, avoid situations in which the certified staff member's expression could conflict with the school's interests.
- c. Violations of this policy may result in disciplinary action up to and including termination.

5) OUTSIDE ACTIVITIES OF STAFF

- a. The Board directs the Executive Director, CEO to promulgate guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the school.
- b. If non-school activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activity upon a staff member's responsibility to the students and to the Board.

6) STAFF DRESS AND GROOMING

- a. The Board believes that staff members set an example in dress and grooming for students to follow. A staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect. These factors act in a positive manner towards the maintenance of discipline.
- b. The Executive Director, CEO may promulgate standards of dress and hygiene in furtherance of this policy.