



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	STAFF ETHICS AND PROFESSIONALISM
Number	4210
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 classified staff members to maintain high standards in their working relationships.
- b. Classified staff members in the performance of their 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 school

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 classified 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 classified staff member should expect or solicit gifts for carrying out his/her job duties.
- 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 text 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 Superintendent may promulgate rules and procedures related to staff members possession, distribution or exhibition of explicit sexual or other adult material while on duty, at Edison School of the Arts locations or utilizing Edison School of the Arts property, including computer and network services.

4) 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 CEO, Executive Director may promulgate standards of dress and hygiene in furtherance of this policy.