

# Ethical Conduct of Employees

As Davis School District employees, you must represent the highest standards and values of the community in a manner characterized by trust, morality, and ethical principles. This guidance provides a summary of the standards of professional conduct set forth by the Utah State Board of Education as well as the Davis School District Employees Code of Ethics. If you have **questions** regarding specific behaviors or circumstances that may arise related to ethical conduct, you are encouraged to **seek clarification from your direct supervisor**.

*Utah Administrative Code R277-515*

*Utah Educators Standards*

*Utah Administrative Code R277-517*

*LEA Codes of Conduct*

*DSD Policy 2HR-204*

*Ethical Conduct of District Employees*

## Education employees must be role models of civic and societal responsibility.

- Comply with federal, state, and local **laws**;

- Not be **convicted** of offense adversely affecting ability to carry out job;
- Not be convicted of or commit act of **violence or abuse** of any person;
- Not commit act of **cruelty** to or criminal offense involving **children**;
- Not be convicted of crime of **stalking**;
- Not possess or distribute **illegal drugs** or be convicted of related offense;
- Not to be convicted of or subject to a diversion agreement for a sex-related or drug-related offenses;
- Not provide to **students** or allow students under employee's control to consume **alcohol or unauthorized drugs**;
- Not attend school or school-related activity in an assigned employment-related capacity while **possessing, using, or under the influence** of alcohol or illegal drugs;
- Not intentionally exceed prescribed dosages of **prescription medication** while at school or school-related activity;
- **Cooperate** with law enforcement or Child Protective Services in the investigation of potential criminal activity;
- Report suspected **child abuse or neglect** to the proper authorities ([link to policy](#));
- Strictly adhere to state laws regarding possession of **firearms**;
- Not solicit, encourage or consummate an **inappropriate relationship**, written, verbal, or physical, with a student or minor;
- Not engage in **grooming** of a student or minor;
- Avoid boundary violations with students as defined in [Utah Adm. Code R277-517](#);

- Not participate in **sexual, physical, or emotional harassment** or any combination toward any public school-age student or colleague, nor knowingly allow such harassment;
- Not make **inappropriate contact** in any communication -- written, verbal, or electronic -- with minor, student, or colleague, regardless of age or location;
- Not accept or give **gifts to students** that would suggest or further an inappropriate relationship;
- Not accept or give **gifts to colleagues** that are inappropriate or further the appearance of impropriety;
- May accept, but not solicit, **nominal appropriate personal gifts** for birthdays, holidays and employee appreciation occasions consistent with the Utah Ethics Act;
- Not interfere or discourage students' or colleagues' legitimate **exercise of political and civil rights**, acting consistent with law and school district policy;
- Not **exclude** a student from **participation** in any program, or deny or grant any benefit to any student on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, physical or mental conditions, family, social, or cultural background, or sexual orientation, and shall not engage in conduct that would encourage a student to develop a **prejudice** on these grounds;
- Maintain **confidentiality** regarding students, families, and employees unless revealing the information serves the best interest of the person and is allowed by law;

- Comply with the **Utah Ethics Act** and refrain from using position for personal gain.

### Education employees must maintain a positive and safe learning and working environment.

- Take prompt and appropriate action to prevent **harassment or discriminatory conduct** towards students or employees;
- **Resolve** disciplinary **problems** or other **conflicts** with students, colleagues, school community members, and parents professionally, with civility, and in accordance with district policies;
- Strictly **protect student confidentiality** related to student information and records;
- **Supervise students** appropriately at school and school-related activities;
- Take action **to protect a student** from any known condition detrimental to that student's physical or mental health, safety, or learning;
- Adhere to all state and district instruction and protocols in managing and administering **standardized tests** to students;
- Not use or attempt to use district equipment or information systems in violation of the district's **Acceptable Use Agreement**;
- Not use district equipment or **information systems** to access information that may be **detrimental** to young people or inconsistent with the employee's role model responsibility;
- Demonstrate **respect** for diverse perspectives, ideas, and opinions and

encourage contributions from a broad spectrum of school and community resources;

- Not knowingly possess, while at school, or any school-related activity, any **pornographic or indecent material** in any form;
- Use **appropriate language**, avoiding profane, foul, offensive, or derogatory comments or language;
- Make appropriate use of technology by **involving students in social media responsibly** and primarily for **purposes of teaching and learning**; maintaining separate professional and personal virtual profiles; and respecting student privacy on social media;
- Work towards or support meeting **educational standards** required by law, not distort or alter subject matter, use instructional time effectively, and encourage a student's best effort in an assessment.

### Education employees must comply with laws, rules, and District policies.

- Understand and follow applicable federal, state and local laws, **State Board Rules** and **District policy**;
- Understand and **follow** school or department procedures;
- Understand and **respect appropriate boundaries** established by ethical rules and school policies and directives, in interactions with students and employees;
- Follow district policies and procedures for collecting money, **accounting for**

**money** collected, and not commingling any school funds with personal funds.

### Education employees must conduct themselves professionally.

- Exhibit **integrity and honesty** in relationships with school and district administrators and personnel;
- **Communicate professionally** and with civility with colleagues, school and community specialists, administrators and other personnel;
- Maintain professional and **appropriate relationships** and demeanor with students, colleagues and school community members and parents;
- Not **promote personal opinions, issues**, or political positions as part of the instructional process in a manner inconsistent with law;
- Express **opinions** professionally and responsibly in the community served by the school;
- **Dress** appropriately at school and school-related functions.

### Criminal Background Checks of Education Employees

In order to protect the health and safety of all students and employees, and to protect the property of the District, individuals desiring to be employed by the District shall submit to a criminal background check and ongoing monitoring as a condition for employment.

## Education Employees Self-Reporting of Arrests

A school employee who is arrested for the following alleged offenses shall report the arrest, citation, or charge as soon as possible or within 48 hours to the employee's principal or supervisor:

- (1) any matters involving arrests for alleged **sex** offenses;
- (2) any matters involving arrests for alleged **drug-related** offenses;
- (3) any matters involving arrests for alleged **alcohol-related** offenses;
- (4) any matters involving arrests for alleged offenses against the person under Title 76, Chapter 5, Offenses **Against the Person**;
- (5) any matters involving an alleged felony offense under Title 76, Chapter 6, Offenses **Against Property**;
- (6) any matters involving an alleged crime of **domestic violence** under Title 77, Chapter 36, Cohabitant Abuse Procedures Act; and
- (7) any matters involving an alleged crime under federal law or the laws of another state comparable to the violations listed here.

A school employee shall report convictions, including pleas in abeyance and diversion agreements upon receipt of notice of the conviction.

*Utah Administrative Code R277-516*  
*Background Checks and Required Reports of Arrests*  
*DSD Policy 2HR-201*  
*Employee and Volunteer Background Checks and*  
*Employee Personal Reporting of Arrests*

## Davis School District Code of Ethics

As a Davis School District employee, I am obligated to represent the highest standards and values of the community in a manner characterized by trust, morality, and ethical principles which include:

- treating students, parents, fellow employees, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage;
- promote a safe, nurturing, and positive school and work environment;
- establishing and maintaining open and positive community with patrons and fellow employees;
- maintaining confidentiality concerning students, families, and employees, and avoiding spreading rumors;
- addressing problems and grievance in an appropriate manner, beginning with the person closest to the problem;
- demonstrating knowledge of and acting in accordance with District policies and procedures, as well as legal and contractual standards;
- supporting the District Strategic Plan for Excellence in Education;
- demonstrating a commitment to learning and professional growth;
- dressing appropriately;
- modeling and promoting appropriate language;
- using facilities and equipment in a manner that protects the resources and property of the District;
- protecting District assets and financial resources by following accepted accounting practices and District policy;
- complying with the Utah Ethics Act and refraining from using my position for personal gain including disclosing any substantial personal investments in any business entity which will create a conflict of interest between my private interest and my public duties by filing a **“Disclosure Pursuant to Utah Public Officers’ and Employees’ Ethics Act.”**