

Code of Conduct for District Employees

Staff members shall act in a way that acknowledges and reflects their inherent positions of authority and influence over students.

Education employees shall maintain appropriate boundaries with students.

Employees shall maintain verbal, physical, emotional, and social lines with students to ensure structure, security, and predictability in an educational environment and avoid boundary violations as described in Utah Administrative Code R277-210-2-(6), including behavior that could reasonably be considered grooming or lead to even an appearance of impropriety.

Education employees shall maintain appropriate demeanor and relationships with students.

Employees shall maintain appropriate demeanor and relationships with students, both during and outside of school hours, as well as both on and off campus. An employee:

- May not touch a student in a way that makes a reasonably objective student feel uncomfortable.
- May not engage in any sexual conduct toward or sexual relations with a student including but not limited to:
 - Viewing with a student, or allowing a student to view, pornography or any other sexually explicit or inappropriate images or content, whether video, audio, print, text, or other format;
 - Sexual battery or sexual assault.

Prohibited conduct is considered a violation of ethics and policy regardless of whether the student may have consented.

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

Employees may not:

- be convicted of or commit an offense adversely affecting ability to carry out job, or adversely affecting the well-being of a student;
- be convicted or commit an act of violence or abuse of any person;
- commit act of cruelty to or criminal offense involving children;
- accept an inappropriate gift from a student;
- provide gifts, special favors, or preferential treatment to a student or group of students;
- provide to students or allow students under employee's control to consume alcohol or unauthorized drugs;
- attend school or school-related activity in an assigned employment-related capacity while possessing, using, or under the influence of alcohol or illegal substances; or after intentionally exceeding prescribed dosages of prescription medication;
- may not use any form of tobacco or electronic cigarettes on school property or at school sponsored activities in an employment capacity;

- violate state laws regarding possession of firearms while on school property or at school sponsored activities; or knowingly allow a student to violate district policy or law concerning possession or access to a weapon;
- exclude a student from participation in any program, or deny or grant any benefit to any student, or encourage a student to develop a prejudice 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, or gender identification;
- participate in sexual, physical, or emotional harassment towards any public school-age student or colleague, nor knowingly allow such harassment;
- engage in a single egregious instance or pattern of inappropriate contact in any communication, including written, verbal or electronic, with a minor, student, or colleague, regardless of age or location;
- interfere with or discourage students' or colleagues' legitimate exercise of constitutional, legal, or civil rights, acting with law and school district policy;
- knowingly possess, while at school or any school-related activity, any pornographic or indecent material in any form; or use school equipment to intentionally view, create, distribute, or store such material, including pornographic or indecent material involving a child.

Employees shall:

- treat students, parents, fellow employees, and community members with dignity and respect, demonstrating fairness and sensitivity for ethnic, religious, and cultural heritage;
- report suspected child abuse or neglect to the proper authorities and cooperate with law enforcement or Child Protective Services in the investigation of potential criminal activity;
- promote a safe, nurturing, and positive school and work environment;
- model and promote appropriate language and behavior consistent with the employee's role model responsibilities;
- take prompt and appropriate action to prevent harassment, bully, or discriminatory conduct towards students or employees;
- maintain confidentiality regarding students, families, and employees unless revealing the information serves the best interest of the person and is allowed by law;
- demonstrate honesty and integrity by strictly adhering to all state and District instructions and protocols in managing and administering a standardized test to a student;
- demonstrate knowledge of and act in accordance with District policies and procedures, as well as legal and contractual standards, responsibilities, and obligations;
- conduct financial business with integrity by honestly accounting for all funds committed to the employee's charge, as school responsibilities require, consistent with District policy;
- use facilities and equipment in a manner that protects the resources and property of the District;
- make appropriate use of technology by involving students in social media responsibility and primarily for purposes of teaching and learning; maintaining separate professional and personal virtual profiles; and respecting student privacy on social media;
- establish and maintain open and positive communication with patrons and fellow employees;
- address problems and grievances in an appropriate manner, beginning with the person closest to the problem when not otherwise inconsistent with District policy or law;
- maintain a professional appearance.

If you have questions regarding specific behaviors or circumstances that may arise related to this Code of Conduct, you are encouraged to seek clarification from your direct supervisor.

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.

Sources:

District Policy [2HR-201](#) Employee and Volunteer Background Checks and Employee Personal Reporting of Arrests

District Policy [2HR-204](#) Ethical Conduct of District Employees

Utah Administrative Code [R277-210](#). UPAC, Definition of "boundary violation"

Utah Administrative Code [R277-217](#). Educator Standards and LEA Reporting

Utah Administrative Code [R277-316](#). Professional Standards and Training for Non-licensed Employees and Volunteers

Utah Administrative Code [R277-322](#). LEA Codes of Conduct