

Procedure 5223-P(1): Personal Conduct - Laurel Public School District Employee Code of Ethics

Status: ADOPTED

Original Adopted Date: 01/09/2006 | **Last Revised Date:** 06/11/2012 | **Last Reviewed Date:** 07/10/2023

Code of Ethics for all Laurel Public School Employees

The code of ethics is based on the premise that all education related employees within the district are expected to fulfill the district mission in serving students and school community in a professional, educationally sound, and efficient manner.

Laurel Public Schools employees will strive to improve public education, and to that end will:

1. Make the well-being of students the fundamental value in all decision making and actions.
2. Fulfill professional responsibilities with honesty and integrity.
3. Support the principle of due process and protect the civil and human rights of all individuals.
4. Obey local, state, and national laws and not knowingly join or support organizations that advocate directly or indirectly the overthrow of the government.
5. Implement the board of trustees' policies and administrative regulations.
6. Pursue appropriate measures to correct or enhance those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoid using positions for personal gain through political, social religious, economic, or other influence.
8. Accept academic degrees or other professional certification only from duly accredited institutions.
9. Maintain the standards and seek to improve the effectiveness of the education profession in all of its functions through research and continuing professional development.
10. Honor all contracts until fulfillment or release.
11. Maintain a high level of ethics in decisions and behaviors.
12. Acknowledge that education involves the building and maintenance of proper relationships between students, colleagues, parents, and community. It is paramount that such relationships are professional with appropriate boundaries.

Any violation of code subjects me to discipline by the district.

Signature _____ Date _____

Policy 5226: Drug-Free Workplace

Status: ADOPTED

Original Adopted Date: 02/26/1997 | **Last Revised Date:** 02/08/2021 | **Last Reviewed Date:** 02/08/2021

Drug-Free Workplace

All District workplaces are drug- and alcohol-free. All employees are prohibited from:

- Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of a controlled substance while on District premises or while performing work for the District, or;
- Distributing, consuming, using, possessing, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy, a controlled substance is defined as:

- Not legally obtainable;
- Being used in a manner other than as prescribed;
- Legally obtainable but has not been legally obtained;
- marijuana or marijuana paraphernalia that is possessed or consumed on the grounds of any property owned or leased by a school district, a public or private preschool, school, or postsecondary school or in a school bus;
- marijuana purchased, consumed, transported, possessed, or used of by a person under 21 years of age;
- marijuana smoked in a location where smoking tobacco is prohibited;
- marijuana consumed in a manner that endangers others; or
- Referenced in federal or state controlled-substance acts.

As a condition of employment, each employee will:

- Abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
- Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:

- Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
- Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
- Enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs, to provide information to District employees; and

- Inform employees of available drug and alcohol counseling, rehabilitation, reentry, and any employee-assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee's conviction, within ten (10) days after receiving notice of the conviction.

Policy 5430: Volunteers

Status: ADOPTED

Original Adopted Date: 06/11/2012 | **Last Reviewed Date:** 06/11/2012

Volunteers

The District recognizes the valuable contributions made to the total school program by members of the community who act as volunteers. By law, a volunteer is an individual who:

1. Has not entered into an express or implied compensation agreement with the District;
2. Is excluded from the definition of “employee” under appropriate state and federal statutes;
3. May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
4. Is not employed by the District in the same or similar capacity for which he/she is volunteering.

District employees who work with volunteers shall clearly explain duties for supervising children in school, on the playground, and on field trips. An appropriate degree of training and/or supervision of each volunteer shall be administered commensurate with the responsibility undertaken.

Volunteers who have unsupervised access to children are subject to the District’s policy mandating background checks.

Chaperones

The Superintendent may direct that appropriate screening processes be implemented to assure that adult chaperones are suitable and acceptable for accompanying students on field trips or excursions.

When serving as a chaperone for the District, the parent(s)/guardian(s) or other adult volunteers, including employees of the District, assigned to chaperone, shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages or use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the end of the day’s activities for students. The chaperone shall not encourage or allow students to participate in any activity that is in violation of District policy during the field trip or excursion, including during the hours following the end of the day’s activities. Chaperones shall be given a copy of these rules and sign a letter of understanding verifying they are aware of and agree to these District rules before being allowed to accompany students on any field trip or excursion.

Any chaperone found to have violated these rules shall not be used again as a chaperone for any District-sponsored field trips or excursions and may be excluded from using District-sponsored transportation for the remainder of the field trip or excursion and be responsible for their own

transportation back home. Employees found to have violated these rules may be subject to disciplinary action.
