CODE OF ETHICS

CORE VALUES

Integrity

Vision

Accountability

Resilience

Innovation

Inclusivity

THEIR FUTURE IS OUR FUTURE

Olathe PUBLIC SCHOOLS

All employees should conduct themselves in a manner that promotes and supports the district's Employee Code of Ethics. As employees, we acknowledge that schools belong to the public and employees are entrusted to carry out the public's mission of providing educational opportunities to all. This Code of Ethics is meant to serve as a guide for all district staffing how we interact with others and in making ethical decisions in the performance of their day-to-day duties. It includes our Vision, Beliefs, Purpose, Core Values statements, guiding principles, and a reference to district policies all employees are expected to follow. Violations of the Code of Ethics can result in disciplinary action.

Making Ethical Decisions

While the Code of Ethics provides general guidance, it does not provide a complete listing or a definitive answer for every possible ethical situation. Employees are expected to exercise good judgment to fulfill the spirit as well as the letter of the code. When making decisions:

- Evaluate the situation
- Follow the rules - Consult the Code of Ethics, law, and relevant Board of Education policies and apply them to the situation.
- Ask for guidance from your supervisor. If your supervisor is involved in the problem, contact his or her supervisor, or district staff counsel. Ask questions before you act.
- Make and carry out a decision that is consistent with the rules and develops excellence, integrity, and responsibility.

ETHICS

Pertinent Board Policies

Child Abuse: Mandatory Reporting

Any employee of the district who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect must report this to the proper authorities as required by Kansas law. Supervisors cannot excuse a staff member from their responsibility to report if he/she has evidence of, or suspects child abuse.

If you suspect a child is being abused or neglected, please call the Kansas DCF (or Kansas Division for Children and Families) Abuse and Neglect line at 1-800-922-5330. Every call is taken seriously and every effort will be made to protect your identity. Telephone lines are staffed 24 hours a day, 7 days a week.

http://www.dcf.ks.gov/services/PPS/Pages/KIPS KIPSWebIntake.aspx

In the event of an emergency contact your local law enforcement or call 911. (BOE policy JGEB)

Confidentiality of Student and Employee Records

Employees will adhere to all laws and board policies regarding the confidentiality of student educational records, health records, personnel files, and other information not open to the public. These laws include but are not limited to the Federal Educational Rights & Privacy Act (FERPA), the Kansas Student Data Privacy Act (SDPA), the Kansas Open Records Act (KORA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). (BOE Policies JRA, JRB, JRC, IDEA, CN and CNH)

Copyright Law

Use of all instructional resources shall observe copyright laws, acceptable use of media materials, and acceptable use of online resources. Illegal copies of copyrighted materials shall not be made or used on school district equipment or used in any instructional program. The fair use doctrine (Copyright Act of 1976), is a statutory recognition of the public and educational interest in certain materials and allows limited reproduction and use without permission from the copyright owner, albeit under specified conditions. No work is totally excluded under the guise of the fair use doctrine. Rather, it is not the type of work, but rather the particular use of it, that defines the justification of fair use. (BOE policies IFBD and ECH)

Federal law specifies certain factors to consider when determining fair use:

- the purpose of the use, including whether it is commercial or nonprofit educational;
- the nature of the copyrighted work;
- the proportion of the copyrighted work to be reproduced;
- the effect of the use on the value or the potential market for the copyrighted work.

Copyright and Fair Use Guidelines for Teachers are available in every building.

Conflict of Interest

The Board of Education desires school district employees not only adhere to all laws regarding conflict of interest, but to be alert to situations which have the appearance of a conflict of interest.

No employee shall make or participate in the making of a contract, or participate in any discussion related to the potential making of any such contract, for goods or services to the Olathe Public Schools with any person or business by which the employee is employed or in whose business the employee has a “substantial interest” as defined by law (KSA 75-4301 et. seq.).

An employee does not make or participate in the making of a contract if the employee abstains from any discussion or action in regard to the contract. (KSA 75-4304) In the event of any real or potential conflict of interest, the District employee will disclose the conflict in writing to the Superintendent, and thereafter refrain from participating in the matter until the Superintendent makes a determination as to whether or not a conflict exists. (BOE policy DL)

Discrimination

Discrimination on the basis of race, gender, age, disability, and/or religion is strictly prohibited

- Complaints of discrimination should be reported to a building administrator or the district office at 913-780-7000.
- Retaliation against any employee for making a complaint or being a witness to a complaint is strictly prohibited.
- Employees needing an accommodation under the Americans with Disabilities Act (ADA) should make the request to a building administrator who should contact Human Resources for assistance. (BOE policies GAEA, GAAA, GCX, and KN)

Our four strategic plan goals are:

- High Academic Expectations for All: Every student will be challenged and supported through tiers of instruction by all staff to achieve a high standard of academic performance and growth.
- Behavior and Social-Emotional Development for All: Every student will benefit from an educational experience that fosters their behavioral, social and emotional development.
- Human Capital: The district will attract, develop, engage and retain high quality talent.
- Effective Systems and Prioritized Resources: All systems and resources will be aligned based on organizational data to achieve strategic initiatives.

Drug-Free Schools

Employees are hereby prohibited from:

1. The use, consumption, manufacture, dispensing, possession, or distribution of controlled substances; the use, consumption, manufacture, dispensing, or distribution of alcohol; or misuse of legally obtainable substances when on duty (except when the above listed items are temporarily maintained in conjunction with the performance of the employee's duties).
2. Reporting to or remaining on duty while impaired by alcohol, controlled substances, and/or prescription drugs when the employee impaired by the prescription drug(s) has no valid prescription or medical authorization for their use.
3. Refusing to submit to drug and alcohol testing based on a reasonable suspicion of being impaired. (BOE policies GBZCG and GCV)

Electronic Information Services and Networks Provided by the District

The Olathe Public Schools provides access for students and staff to electronic technology, the Internet, and electronic data. The Olathe Public School's Intranet is a private Internet reserved for use by staff who have been given the authority and/or passwords necessary for access. Incidental personal use of district computers must not interfere with the employee's job performance.

Email and electronic messaging: The Olathe Public Schools supports a climate of trust and respect and does not ordinarily read, monitor, or screen electronic mails and messages. However, complete confidentiality or privacy of email should not be an expectation. Confidentiality cannot be guaranteed because of the nature of the medium, the need for authorized staff to maintain email systems, and the district's accountability as a public institution.

Commercial or business use of the district-provided network including email and electronic messaging is prohibited. District email guidelines are on the O-Zone. Access is a privilege, not a right, and it entails responsibility and accountability by users. (BOE policy GAJ)

Emergency Safety Interventions

Emergency Safety Interventions (or Seclusion and Restraint) may only be used when a student's conduct presents an immediate danger of injury to self or others. Emergency Safety Interventions should only be used by staff with current Crisis Prevention Interventions (CPI) certification and only using CPI procedures. There may be rare instances when a staff member not trained in CPI must intervene during a physical altercation or other similar emergency; however, this should only be as a last resort to protect those involved from physical injury.

Seclusion occurs when a student is (1.) placed in an enclosed area by school personnel, and (2.) is purposefully isolated from other adults and peers, and (3.) is prevented from leaving the enclosed area. Time-Out and In-School Suspensions are not seclusion since they do not meet all three of these requirements at the same time.

Restraint is the use of bodily force to substantially limit a student's movement. Contact that is consensual, solicited, unintentional, meant to provide comfort, assistance, instruction or physical escort is not restraint. Physical escort includes the temporary touching or holding of the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing (not forcing) the student to walk to a safe location.

The following are never allowed: prone restraints (facedown) and supine restraints (face-up), restraint that obstructs the airway of a student or impacts the student's primary mode of communication and chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition.

Mechanical restraint is never permitted. Mechanical restraint is the use of any device or object to limit a person's movement. This does not include protective or stabilizing devices ordered by a licensed professional or required by law, devices used by law enforcement officers, seatbelts or other safety equipment used to secure students during transportation. (BOE policies GAAF and GCAF)

Political Advocacy

Staff members shall not use or authorize the use of district funds or district vehicles, machinery, equipment or supplies or the time of any officer or employee of the district, for which the officer or employee is compensated, to expressly advocate the nomination, election or defeat of a clearly identified candidate to state or local office (KSA 25-4169b) or to federal office. Staff members who intend to become candidates for political office may notify the superintendent of the declaration of candidacy. A staff member who becomes a candidate for public office may apply to the board for a leave of absence without pay for the purpose of conducting a campaign. (BOE policy GAHB)

Sexual Harassment

The district strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those which take place outside of the District. Incidents of sexual harassment or assault should be reported to a building administrator or the district's Title IX Coordinator in accordance with board policy. (BOE policies GAAC or GCBAA)

Social Media

Staff members are to observe in their social media interactions with students, parents and community members the same level of personal responsibility, discretion and professionalism expected in any other form of communication. Use of social media as part of curricular and/or extracurricular activities must comply with the district's Responsible use policy (Responsible Use of Instructional Resources, Policy IBFD) as well as policy on use of instructional materials (Instructional Resources: Building/Classroom Materials, Policy IFBB). Inappropriate use of social media may result in disciplinary action, up to and including termination of employment. (BOE policies GAK and GCAK).

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Tobacco-Free Schools

The use of tobacco products in any form (including chewing tobacco and electronic cigarettes) is prohibited in any school building, and/or property, owned, leased, or rented by the district. (BOE policies GAOC and GCTAB)

Tutoring for Pay

Educators shall not receive pay for tutoring during the professional day. (BOE policy GBRGB)

Financial Gains

The use of any district facility must be in keeping with the general program of education and may not be used for commercial use or for personal or private gain, profit, or promotion. Also, facilities may not be used for political meetings or promotion other than public forums sponsored by non-partisan organizations.

Gift Guidelines

Any item brought to the school that would violate the Code of Student Conduct (e.g., tobacco or alcohol) is inappropriate and should be reported to the administrator for response to the parents.

- All gifts should be valued and acknowledged equally. Private thank-you notes or thank you comments to students are appropriate.
- Typically, gifts should not be opened in front of students at school to avoid awkward situations (embarrassment of students who couldn't afford gifts, inappropriate gifts, etc.)
- Creating a list of classroom or school-wide needs or wishes can be helpful to parents who might consider giving gifts to the classroom or school instead of an individual.
- No parties for staff (birthday, wedding/baby shower, etc.) should occur on school property without the principal's/supervisor's permission. Such events should not disrupt or replace instructional time. Scheduling outside the school day is encouraged.
- Staff should be cautious in accepting extravagant gifts such as trips or expensive dinners.

Handling of Cash and Use of Purchase Cards

Staff members are expected to exercise the utmost discretion in the handling of cash and use of their purchase card. Staff members must conduct themselves in a manner above reproach.

Cash Guidelines

- Always count cash in the presence of another person
- Never have checks made out to you personally.
- Deposit funds as soon as possible into a district bank account.
- Never keep funds in your desk, car or home. Always turn them into the proper person at your building for safekeeping.
- Maintain detailed records of funds received.
- Obtain administrative approval prior to any fundraising activity.

Procurement Card Guidelines

- Obtain original receipts for the purchase.
- Never pay sales tax on the purchase.
- Properly document the purpose of each purchase (e.g. food purchased for student event).
- Adhere to district purchase guidelines for obtaining price quotes and bidding.
- Do not make personal purchases on the district purchase card.

A good rule of thumb is if you don't want your purchase featured in the headline of the local newspaper, don't make the purchase!

For further information please see the district's Fundraising Application (O-Zone/DocFiles/GenAdmin/Fundraising Appl) and Purchasing Card Handbook (Business & Finance website).

Questions about the Code of Ethics

If you have questions about the Code of Ethics contact a building administrator or the district office at 913-780-7000.

Olathe PUBLIC SCHOOLS

Notification Statement of Non-discrimination:
The Olathe Public Schools prohibit discrimination on the basis of race, color, ethnicity, national origin, sex, disability, age, religion, sexual orientation or gender identity in its programs, activities or employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA), the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, the Equal Access Act of 1984 and other relevant state and federal laws as amended. Inquiries regarding compliance with applicable civil rights statutes related to race, ethnicity, gender, age discrimination, sexual orientation, gender identity or equal access may be directed to Staff Counsel, 14160 S. Black Bob Road, Olathe, KS 66063-2000, phone 913-780-7000. All inquiries regarding compliance with applicable statutes regarding Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act and the Americans with Disabilities Act may be directed to the Assistant Superintendent of Support Services, 14160 S. Black Bob Rd. Olathe, KS 66063-2000, phone (913) 780-7000. Interested persons including those with impaired vision or hearing, can also obtain information as to the existence and location of services, activities and facilities that are accessible to and usable by disabled persons by calling the Assistant Superintendent of Support Services. (03/19)