

EMPLOYEE CODE OF PROFESSIONAL ETHICS AND CONDUCT

I. STATEMENT AND PURPOSE

The purpose of this policy is to establish and uphold uniform professional standards of ethics and conduct for employees in the Patrick County School System. School personnel will carry out their duties and responsibilities in ways which will merit the respect and confidence of the community, students, and fellow staff members. School personnel are respected by the community and the School Division when each individual member of the team: (1) knows his/her areas of responsibility and the functions of his/her job; (2) respects the role of each of his/her colleagues in the school system; (3) is proud of and loyal to his/her school/department and profession; (4) knows and respects the appropriate relationship that must exist between students and employees; and (5) is a responsible citizen of his/her school/department and community.

II. STAFF PROFESSIONAL ETHICS AND CONDUCT

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of Patrick County Public Schools are expected to maintain high standards in their school relationships, conduct and behavior. These standards include but are not limited to the following:

- A. The maintenance of just and courteous professional relationships with students, parents, staff members, and others;
- B. The sustainment of professional efficiency and knowledge of the developments in the field(s) of work, including licensure requirements and credentials;
- C. The transaction of all official business with the properly designated authorities of the school system;
- D. The maintenance of professional standards of dress and grooming;
- E. The performance of all assigned responsibilities with conscientious concern and diligence in submitting required reports and completing projects within a specified timeframe;
- F. The preservation of professionalism regarding attendance/promptness to work;
- G. The proper use and protection of all school properties, equipment, and materials;
- H. The establishment of friendly and intelligent cooperation between the community and the school system;

- I. The placement of the welfare of students as the first concern of the school system and ensuring that students are under supervision at all times;
- J. The protection of test security procedures by not knowingly engaging in any conduct or making any statement that would breach the security of any standardized or non-standardized test, omit all or part of the testing instructions of any standardized test, and/or assist students in obtaining services or benefits to which they do not qualify or are not entitled;
- K. The restraint from using school contacts and privileges to promote partisan politics, or self-propaganda of any kind, including using undue pressure on school officials for appointment or promotion;
- L. The restraint to not criticize other staff members or any department of the school system and to direct all concerns and criticism to an administrator (and/or Superintendent/ appropriate authority) in order to foster the continuous improvement of the school system;
- M. The protection of the constitutional and/or civil rights of each student, parent/legal guardian, or colleague;
- N. The sustainment of professional relationships with students at all times, both inside and outside of school (This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, personal data assistant, or other telecommunication device, including text messaging, instant messaging and social networking); and
- O. The preservation of confidence of personally identifiable information regarding students or their family members that has been obtained in the course of professional service, unless disclosure is required or permitted by law or professional standards, or is necessary for the personal safety of the student or others.

All school employees shall be held responsible for familiarizing themselves with School Board policies, state law, federal law and program guidelines. Higher standards in School Board policies supersede minimum standards in the law or other regulation.

Adopted: June 6, 2013

CROSS REFERENCES:

GBA/JFHA Sexual Harassment/Harassment Based On Race, National, Origin, Disability, Religion and Sexual Orientation

GBA-E Report of Harassment

GBG - Staff Participation in Political Activities

GBM - Professional Staff Grievances

GBM-R - Procedure for Adjusting Grievances

GBMA - Support Staff Grievances

GBMA-R - Procedure for Adjusting Grievances for Support Staff

GC - Professional Staff

GCPD Professional Staff Members: Contract Status and Discipline

GCPF Suspension of Staff Members

GDPD Support Staff Members: Contract Status and Discipline