

STAFF ETHICS

I. Introduction

By accepting employment with the Jackson Public School District, employees have a responsibility to the school system, to their fellow employees, parents and community and to the scholars that they serve to adhere to certain standards of behavior, performance and conduct. No set of rules can address ,

II. Standards of Conduct or Behavior

The effective operation of the school district requires the services of employees with integrity. To maintain and promote these essential traits, all employees of the Jackson Public School District are expected to maintain exemplary standards in their school relationships. School district employees shall not use or attempt to use their official positions to secure any valuable thing or benefit for themselves that would not ordinarily accrue to them in the performance of their official duties, if such thing or benefit would represent a substantial and improper influence upon them with respect to their duties.

Employee standards include the following:

- 1) Maintenance of just and courteous professional relationships with scholars, parents, staff members, community members and others.taTw ()Tj0 er system.

- 4) Placement of the welfare of scholars as the first and fundamental concern of the school system in all actions and decisions; thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- 5)

- necessary. The complaint policy, GAE, is cross-referenced.
- 6) Proper use and protection of all school properties, equipment, and materials.
 - 7) Proper care and use of confidential information and scholar

The dignity of scholars and of the educational environment shall be maintained at all times. Unseemly dress, conduct or the use of abusive, foul or profane language in the presence of scholars is expressly prohibited and will not be tolerated.

- 8) No employee, in the course of his/her duties, who has access to or possesses confidential information relating to his/her employment, shall disclose, divulge or otherwise compromise such information, except as authorized by the superintendent and/or board of trustees. Confidential information includes all private information related to District employees, scholars, and their families that an employee has gained access to through their employment, including, but not limited to, scholar academic and disciplinary records; health, medical, and personnel information; family status/income, and assessment/testing results. Also, all documents and/or information related to proprietary and/or pecuniary information or strategic plans of the District are strictly confidential. This policy strictly prohibits the dissemination of attorney work product and attorney-client privileged communications involving the Office of the General Counsel, including, but not limited to, the district's strategy on matters in negotiation, work product and planning for complaint hearings and litigation relating to employer-employee relations, office memoranda, or other matters relating to employer-employee relations, the premature disclosure of which would jeopardize the district's negotiating position or planning for complaint hearings and litigation.

Confidential information will not include matters disclosed to the general public by the board of trustees, or designees, or matters of non-exempt public records as defined by state law.

The District recognizes the obligation of all employees of the school district to be conscious of their professional responsibility not to divulge confidential information presented by a scholar, parent, a colleague, except as otherwise allowed under the Employee Handbook or required by law. The sharing of information should only serve to assist, rectify, or resolve a situation.

- 9) Employees shall maintain a professional relationship with parents and/or guardians of scholars and shall establish appropriate communication necessary to the welfare of the scholar.
- 10) Employees shall not record, or cause to be recorded, with an audio or videotaping device, other employees without their knowledge, permission, or consent. However, audio or videotaping of classrooms for observation and evaluative purposes is permissible for use by school personnel only.
- 11) Employees are expected to participate, in a truthful manner, in any district investigation and share any information with the appropriate parties that may be relevant to the investigation unless the participation is against the employee's criminal interest.
- 12) Any federal or state court criminal conviction, guilty plea, plea of nolo contendere/no contest, deferred prosecution, remand or prayer for judgment

continued, or similar criminal convictions, pleas, deferred prosecutions rendered in foreign jurisdictions of any kind, whether felony or misdemeanor, involving minors under 18 years of age or involving public or private school funds, property, employees, visitors or scholars. A conviction includes any finding or admission of guilt and/or any imposition of a fine, jail sentence, probation or other penalty.

- 13) Being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of alcohol during work time or on school property; or being under the influence of or the manufacture, sale, distribution, possession, dispensation, transportation or use of illegal drugs or the unlawful abuse of prescription drugs at any time.
- 14) Possession of any unauthorized visible or concealed firearms, weapons or explosives during work time or on school property or bringing such items onto school property, including but not limited to weapons for which the owner has obtained a concealed handgun or weapons permit.

- 23) Behaving indecently or engaging in immoral or abusive conduct: (a) during work time or while in the course of school business; or (b) on school property or with scholars at any time.
- 24) Behaving or engaging in any unethical or lascivious, lustful, lewd, or lecherous conduct at any time, if there is a reasonable and adverse relationship between the underlying conduct and the continuing ability of the employee to perform any of his/her professional functions in an effective manner.
- 25) Falsification, or inappropriate alteration of, or making false statements or misrepresentations regarding information used or contained in any employment records, including but not limited to applications for employment, timecards, D (m)-3(i).9 (ihor

- 33) Engaging in personal business during work time, including, but not limited to, the use of school property or equipment for personal profit.
- 34) Unauthorized possession, removal or use of school equipment or property or use of board facilities for any purpose other than official school business.
- 35) Unauthorized possession, use or distribution of school keys, access codes or passwords.
- 36) Theft, embezzlement or misuse of school, fellow employee, scholar, parent, supplier, visitor, or school club or organization funds or property or the removal of such funds or property without authorization.
- 37) Deliberate sabotage, destruction or damage of board, fellow employee, scholar, parent, supplier, visitor, or school club or organization property or equipment, or the commission of acts intended to cause destruction or damage to such property.
- 38) Unauthorized disclosure or use of confidential school information or records, including but not limited to violation of the board of trustees' or the State Department of Education's confidentiality policies, administrative rules, procedures and regulations with respect to personnel, scholar and testing data.
- 39) Careless or reckless driving of any vehicle while transporting board employees or scholars, or careless or reckless driving of a school vehicle at any time whether owned, leased or rented.
- 40) Smoking or use of other tobacco products at any time while on school property including, but not limited to, school vehicles, whether owned, leased or rented.
- 41) Sleeping during work hours.
- 42) Failure to dress in a professional manner consistent with an employee's job duties and staff dress code.
- 43) Failure to notify an appropriate supervisor, if required, when leaving district property before an employee's regularly scheduled quitting time or when arriving after the regularly scheduled starting time.
- 44) Failure to follow applicable board policies, rules, procedures or regulations regarding the reporting or taking of absences from regularly scheduled duties, including but not limited to any rules or procedures established or published by schools or supervisors to district employees.
- 45) Use of profanity, obscene, or abusive language toward, or in the presence of any scholar, or of any fellow employee, visitor, or a scholar's parent or guardian.
- 46) Any form of unwelcome or inappropriate physical contact with a fellow employee, except for the purposes of self-defense.

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The failure to give warnings, either orally or in writing, shall not prevent the discipline or termination of an employee under this policy or other Board Policies.

Employees may be suspended only with the approval of the Superintendent, the Executive Director for Human Resources, or their respective designees.

V. Conflicts of Interest

Employees shall refrain from engaging in conduct that is a conflict of interest.

SOURCE: Jackson Public School District, Jackson,
Mississippi
LEGAL REF.: Miss. Code Ann. §25-4-101 et. seq.
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