

Staff Code of Conduct  
[ISBA Code: 3630]

All staff members, including employees of organizations with which Lafayette School Corporation has contracts, have a responsibility to make themselves familiar with and abide by federal and state laws as these affect their work, and the policies and regulations of the corporation.

Ethics

A school employee in the performance of their professional duties will:

1. Recognize basic dignities of all individuals with whom they interact in the performance of duties
2. Represent accurately their qualifications
3. Exercise due care to protect their mental and physical safety of students, colleagues and subordinates
4. Keep in confidence all student related information unless such information needs to be shared in the discharge of their professional responsibilities
5. Refrain from using their position of public property, or permitting another to use an employee's position or public property for partisan political or sectarian religious purposes. This will in no way limit constitutionally or legally protected rights as a citizen

Student Supervision and Welfare

The Superintendent shall maintain and enforce the following standards:

1. Staff members shall immediately report to a building administrator any accident, safety hazard, or other potentially harmful condition or situation
2. Staff members shall provide proper instruction in safety matters as presented in assigned course guides
3. Staff members shall immediately report to a building administrator knowledge of threats of violence toward the school or school personnel by students or any other person
4. **Staff members will maintain appropriate boundaries with students as it relates to personal matters, office interactions, physical contact, social media interactions and communication, both in-person and through electronic devices**
5. Staff members shall not associate or fraternize with students at any time in a manner that may give appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol, or tobacco. Any sexual or inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment
6. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship the staff member may attempt to assist the student by facilitating contact with a school counselor or administrator. Any staff member who

determines that a student is in need of services shall report the matter to the appropriate authorities. However, under no circumstances should a staff member attempt, unless properly licensed, and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law

7. Staff members shall not transport students in a private vehicle without the approval of the principal or designated administrator
8. Students shall not be required to perform work or services that may be detrimental to their health or well-being

### Financial

A school employee shall not:

1. Disclose or use confidential information acquired in the course of employment to substantially further personal financial interests
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position, or which the staff member knows or should know is primarily for the purpose of a reward for action taken in which the staff member exercised discretionary authority
3. Engage in a substantial financial transaction for private business purposes with a person whom the staff member supervises
4. Perform any action in which the staff member has discretionary authority which directly and substantially confers an economic benefit on a business or other undertaking in which the staff member has a substantial financial interest or is engaged as a counsel, consultant, representative or agent

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for an employee to receive:

1. An occasional nonpecuniary gift which is insignificant in value
2. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service
3. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which he or she is scheduled to participate
4. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position
5. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses or tickets to sporting, recreational, educational or cultural events.
6. Payment for speeches, appearances or publications reported as honorariums

All staff members shall be expected to carry out their assigned responsibilities with conscientious concern.

It shall not be considered a breach of conduct for a staff member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members or business associates on an occasional basis
2. Accept or receive a benefit as an indirect consequence of transacting school corporation business

Staff Dress and Grooming Appearance

The Board believes that staff members set an example in dress and grooming appearance for their staff and students to follow.

All staff member shall, when assigned to Corporation duty:

1. Be physically neat and clean
2. Dress in a manner consistent with their professional responsibility and safe
3. Dress in a manner that communicates to students a pride in personal appearance

The established standards for dress and grooming appearance shall be upheld in a non-discriminatory and ~~uniform~~ consistent manner.

Board Adopted: November 13, 2023

Board Revised: DATE