

### **5:120 GENERAL PERSONNEL - Ethics and Conduct 1**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. 2 In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. 3 Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. 4

The following employees must file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act: 5

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

#### Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. 6 Students shall not be used in any manner for promoting a political candidate or issue.

#### Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School Board. 7 An employee having an interest in instructional materials must file an annual statement with the Board Secretary. 8

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

#### Maintaining a Safe and Healthy Environment

Employees shall maintain a safe and healthy work environment, free from substance abuse and weapons. To this end, employees shall not:

- (1) use alcohol or illegal or unauthorized substances when on school property or at school-sponsored events, or whenever engaged in job responsibilities;

(2) use or possess medical cannabis in a school bus or on school grounds; or  
(3) carry a firearm on or into any District controlled building, real property, or parking area, or any transportation vehicle paid for in whole or in part with public funds; however, an employee may carry and store a firearm within a vehicle in a parking area controlled by a school or the District in the manner specifically permitted by the *Firearm Concealed Carry Act and the Gun-Free School Zones Act.*

hbrickman 3/12/14 10:34 AM

Formatted: Font:Italic

hbrickman 3/12/14 10:28 AM

Formatted: Font:Times New Roman, 12 pt, Font color: Auto

Incorporated by reference: 5:120-E (Code of Ethics for Illinois Educators)

REF.:

U.S. Constitution, First Amendment.

5 ILCS 420/4A-101 and 430/.

50 ILCS 135/

LEGAL

105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.

775 ILCS 5/5A-102.

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.:

2:105 (Ethics and Gift Ban)

5:100 (Staff Development Program)