

## General Personnel

### Ethics and Conduct

All Cooperative 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. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

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

1. Executive Director;
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

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

### Outside Employment and Conflict of Interest

No Cooperative employee shall be directly or indirectly interested in any contract, work, or business of the Cooperative, or in the sale of any article by or to the Cooperative, 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 Advisory Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

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

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.

### Standards of Conduct

**Please also refer to the following current Agreements:**

**Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and Mid-Valley Special Education Association-IEA/NEA.**

**Professional Agreement between Mid-Valley Special Education Cooperative Executive Advisory Board and the Therapy Association for Special Children, IEA/NEA.**

LEGAL REF.: U.S. Constitution, First Amendment.  
5 ILCS 420/4A-101 and 430/.  
50 ILCS 135/.  
105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.  
775 ILCS 5/5A-102.  
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), 5:125 (Personal Technology and Social Media; Usage and Conduct)

ADOPTED: April 4, 2012

1st Draft  
4/15/13

## **5:120 Ethics & Conduct**

It is the fundamental responsibility of Mid-Valley to provide an appropriate education for students with disabilities. The Board recognizes, however, that notwithstanding the educational services provided by the cooperative, parents/guardians may wish to supplement cooperative-provided services with privately arranged and financed tutorial, related services, or respite services.

The purposes of the Policy are (1) to preserve the school day and buildings for cooperative sponsored instruction by Board employees acting within the scope and in furtherance of their employment by the Board, and (2) to establish reasonable guidelines for parents/guardians, teachers, and other professional staff who wish to enter into private tutorial, related services, or respite services arrangements with respect to students served by the cooperative.

Consistent with this Policy, teachers and other professional staff may accept compensation for privately tutoring, related service delivery, or respite services students for whom such teachers or professional staff do not have professional responsibility. No employee shall provide private tutoring, related services, or respite services to a student currently enrolled in a class taught by or associated with the employee.

Employees shall not actively solicit students for private tutoring, related services, or respite services. All such private tutoring, related service delivery, or respite services shall be outside the scope of cooperative employment of the private tutor related/respite provider.

Parents/Guardians will contract directly with the private tutor, related services/respite provider as an independent contractor. Fees for private tutoring or related/respite services shall be paid directly from the parent to the teacher or related/respite service provider providing services, at a rate agreed upon between the parent/guardian and the private tutor or related service provider. The cooperative shall not sponsor, endorse, be involved in, or be responsible in any way for the private tutoring or related/respite arrangements. When private tutoring or related/respite service information is requested by the parent/guardian of a student, the cooperative will provide an informational list of certified employees who have indicated a willingness to provide private tutoring or related services to student for whom they do not have professional responsibility if available. This list shall be maintained in the cooperatives central office and provided to parents upon request.

Private tutoring services, related or respite services shall only occur outside school hours, and may not occur on school grounds.

School personnel may communicate with private tutors or related/respite service providers, at the discretion of school personnel and provided there is a properly executed and current authorization for release of information in the student's education records.

Alternate arrangements and exceptions to this policy may only be made with prior approval of the Executive Director.



## 5:125 Personal Technology and Social Media; Usage and Conduct

### Personal Technology and Social Media; Usage and Conduct

#### Definitions

**Includes** - Means "includes without limitation" or "includes, but is not limited to."

**Social media** - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes *Facebook, LinkedIn, MySpace, Twitter, and YouTube.*

**Personal technology** - Any device that is not owned or leased by the Cooperative or otherwise authorized for Cooperative use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes smartphones such as BlackBerry®, android®, iPhone®, and other devices, such as iPads® and iPods®.

#### Usage and Conduct

All Cooperative employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships in policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes Cooperative employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a Cooperative-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or Cooperative employees without proper approval. For Cooperative employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the Cooperative's logos without permission and follow Board policy 5:170, *Copyright*, and all Cooperative copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the Cooperative employee's personal technology or social media. The Advisory Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the Cooperative for any losses, costs, or

Staff members  
and  
cautioned  
against  
sharing personal  
information  
on students  
on social  
media.

damages, including reasonable attorney fees, incurred by the Cooperative relating to, or arising out of, any violation of this policy.

The Executive Director shall:

1. Inform Cooperative employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Coordinators to annually:
  - a. Provide their building staff with a copy of this policy.
  - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
  - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Periodically review this policy and any procedures with Cooperative employee representatives and electronic network system administrator(s) and present proposed changes to the Advisory Board.



LEGAL REF.: 105 ILCS 5/ 21B-75 and 5/ 21B-80.

III. Human Rights Act, 775 ILCS 5/5A-102.

Code of Ethics for III. Educators, 23 Ill.Admin.Code §22.20.

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

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: June 7, 2012

loading