

Code of Ethics Annual Review Module 2

ode of Ethics

- ❖ Social Media
- ❖ Discrimination
- ❖ Sexual Harassment
- ❖ Student Confidentiality
- ❖ Drug Free Schools
- ❖ Political Advocacy
- ❖ Conflict of Interest



Board Policies



- Along with local, state, federal laws, all employees are expected to be aware of and adhere to policies adopted by the Olathe Board of Education.
- Board policies may be accessed online by clicking the Board of Education link on the district's home page.
- When dealing with a situation check to see if there is an applicable board policy.
- If there is a relevant policy, make sure you follow it.
- If you have questions related to a board policy please consult a building or district administrator.



Social Media Policy

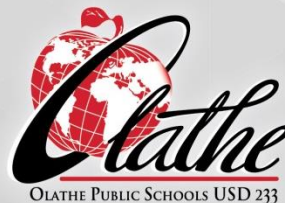
- Board approved Social Media Policy in June 2015
- Guidelines for professional and personal use available to staff
- Staff members who use social media should consult the policy and guidelines
- Policy and Guidelines available on the O-zone

Social Media Guidelines for Professional Use



A few examples include:

- Comments related to the school, its staff or students should always meet the highest standards of professional discretion.
- Before posting photographs or video, permission should be sought from the subject whenever possible.
- Understand and use your privacy settings.
- Any site that can be accessed by students should be consistent with board-stated student goals.



Social Media Guidelines for Personal Use



A few examples include:

- All online communication should meet the standards of professional interactions expected at school or among the school community.
- Online behavior should reflect the same standards of honesty, respect and consideration expected in fact-to-face communication.
- Gossip and rumor are not appropriate in communication with students and community.

Social Media Policy

Check out the Social Media
Policy and Guidelines
available on the O-Zone

(My Page > Professional Ethics)



Complaints of Discrimination



- ***Discrimination on the basis of race, gender, age, disability, and/or religion is strictly prohibited***
 - Complaints of discrimination should be reported to a building administrator or to Staff Counsel (*Scott Mason, 780-7000*).
 - Retaliation against any employee for making a complaint or being a witness to a complaint is strictly prohibited.
 - Employees needing an accommodation under the Americans with Disabilities Act (ADA) should make the request to a building administrator who should contact Human Resources for assistance.

For the complete policy see BOE policy GAEA, GAAA and KN

Sexual Harassment



- Olathe Public Schools is committed to providing a safe working and educational environment that is free from unlawful sexual harassment.
- Sexual harassment normally involves a pattern of behavior but a single incident can constitute harassment if serious enough.
- Retaliation against any employee for making a complaint or being a witness to a complaint is strictly prohibited and may result in termination of employment.
- Incidents of Sexual Harassment should be reported to your immediate supervisor, a building administrator or to Staff Counsel (780-7000).

Student Confidentiality

FERPA
Family Educational
Rights and Privacy Act



- FERPA – Family Educational Rights and Privacy Act and Student Data Privacy Act (NEW-KS law)
- Both laws apply to any personally identifiable student information (school records, emails, grades, etc.) maintained by a school.
- Does not apply to sole possession records
 - Personal notes and other records that are not shared with anyone other than a substitute.

FERPA

- Requires us to get parental consent before sharing student records UNLESS:
 - The information has been designated as directory information and parent has not opted out (i.e. name, address, phone #, school attended, grade level, activities, etc.)
 - It falls under a recognized exception to FERPA



Exceptions to FERPA Prior Consent Requirement

School official with “legitimate educational interest” as determined by school	Health or safety emergency
Other schools where student seeks to enroll or is currently enrolled	Certain disciplinary or legal proceedings
Authorized government officials	Court order or lawfully issued subpoena
Financial aid applications	Directory information
Organizations conducting certain educational studies	Accrediting organizations

Student Data Privacy Act (SDPA)

School districts must...

- Provide annual notice to parents of the provisions of the SDPA that must be signed and returned to the school and retained.
- Restrict the sharing of student data under certain circumstances unless there is a data sharing agreement addressing data security, destruction or data return procedures.
- Cannot collect any biometric data (retina scans, finger prints, handwriting, voiceprints) or assess a student's psychological or emotional state unless we have written parental permission.

PRIVACY ACT

Student Data Privacy Act (SDPA)

School districts must...

- Cannot conduct student surveys on topics that relate to a student's or parent's beliefs on sex, religion, morality, or family life without parental permission.
- Requires notification of parents/students in the event of a data breach involving the unauthorized disclosure of personally identifiable student information.

PRIVACY ACT

Drug Free Schools



- ***Employees are prohibited from:***
 - Reporting to or remaining on duty while impaired by alcohol controlled substances, and/or prescription drugs when the employee impaired by the prescription drug(s) has no valid prescription or medical authorization for their use.
 - Refusing to submit to drug and alcohol testing based on a reasonable suspicion of being impaired.
- An employee who violates the terms of this policy will be subject to sanctions as determined by the District and outlined in policy GBI-Discipline, and which include but are not limited to: suspension/termination of employment or mandatory participation in a drug and alcohol counseling or rehabilitation program.
BOE Policy GBZCG and GCV

Political Advocacy

- Employees may not use work time, district funds, district equipment, materials or supplies to expressly advocate for the election or defeat of a candidate for local or state office (including school board).
- This is a state law and a violation is a class C misdemeanor. (K.S.A. 25-4169b)
- Questions related to compliance with this policy should be directed to Staff Counsel (x8050)



Conflict of Interest

- Employees are prohibited by state law and board policy from directly participating in the making of a contract with a business to provide goods or services to U.S.D. No. 233 if they or a spouse is an employee of or has a financial interest in the business.
- Employees shall try to avoid situations that create an appearance of a conflict of interest and shall disclose potential conflict's of interest to the Superintendent or designee.
- Please contact a building administrator or Staff Counsel if you have questions about this policy

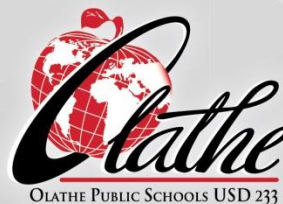


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**Annual Review
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Students Prepared for *Their* Future



Olathe Public Schools USD233



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