

General Personnel

Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

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. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Any employee who is arrested for a misdemeanor or felony must notify the Superintendent or designee of such arrest no later than three (3) business days after the arrest. If a staff member is convicted of a misdemeanor or felony while employed, he or she must inform the Superintendent or designee of such conviction no later than seven (7) calendar days after the conviction.

The report submitted to the Superintendent or designee shall include the date of arrest or indictment and charge(s) lodged against the employee. Such employees shall also report to the Superintendent or designee the disposition of any charges within seven (7) calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Statement of Economic Interests

District employees required to file a *Statement of Economic Interests* as defined in 5 ILCS 420/41-101(i), Illinois Governmental Ethics Act, are responsible for filing the statement with the county clerk of the county in which the District’s main office is located by May 1.

Ethics and Gift Ban

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

Prohibited Interests; Conflicts of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board of Education. 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 District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

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.

Tutoring for Compensation

The Board of Education endeavors to avoid any conflict of interest or appearance of conflict of interest related to compensated tutoring.

An employee shall not provide or recommend compensated tutorial or other professional services for any student enrolled in any class for which such employee has any educational responsibility as defined by guidelines established by the administration.

If a parent should request compensated tutorial or similar assistance, the Administration is authorized to provide appropriate information pursuant to guidelines, which shall be established by the Administration.

No tutoring for which any employee receives a fee shall be conducted in a school building, and District-owned materials and resources shall not be used.

Coaching in Other School Districts

Members of the certified teaching faculty and non-certified Educational Support Personnel may accept coaching positions in other school districts as long as the acceptance of that assignment and the performance of the associated duties does not interfere with that employee's ability to complete their assigned responsibilities in District 96.

Furthermore, evening commitments in District 96 shall take precedence over coaching responsibilities, assignments, games or practices in other school districts. The primary responsibility for the employee is to District 96 and afternoon, evening and/or weekend activities outside of the normal school day in District 96 shall take precedence over afternoon, evening and/or weekend activities in other school districts.

Selection of Coaches in District 96

It is the Board's desire that qualified individuals be responsible for coaching District 96 athletic teams. Whenever possible, the primary assignment of those coaches shall be the school in which they teach. If there are no coaches available, Building Principals will seek candidates from other schools in District 96. If no candidates are available, Building Principals may seek coaches who have recently retired from District 96 or working in neighboring school districts. Finally, if no coaches are available, Building Principals may seek other qualified individuals to fill the role. Only after all of these options are exhausted is an activity cancelled.

The primary purpose of the interscholastic program is to encourage a high level of participation and a high level of sportsmanship. Secondary considerations include the competitive nature of sports. Building Principals are responsible to interview potential candidates to assure that any coach involved in District 96 activities is fully qualified and eligible and available to coach the team. Consideration should be given to the candidate's background, experience, interest, level of participation in similar activities, and availability.

Incorporated

By reference

5:120-E (Exhibit – code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101 and 430/.
50 ILCS 135/.
105 ILCS 5/10-22.39, and 5/22-5
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), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program)

ADOPTED: April 5, 2011, July 14, 2015, May 16, 2017, December 18, 2018