

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All employees shall receive a copy of this policy, it shall be included within the parent/student handbook, and will be posted on the District's website.

Employees shall observe high standards of conduct and adhere to high job performance standards. At all times, employees shall demonstrate integrity and honesty, which includes maintaining professional and appropriate relationships with students, parents/guardians, staff members, and others.

Conduct Standards:

Professionalism and maintaining appropriate workplace relationships with students and fellow staff are important for ensuring the safety of the learning environment and the overall school community.

Under State law, District employees must constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Repeated failure by an employee to adhere to employee-student boundaries may indicate the grooming of a student for sexual abuse. Employees shall be trained on the following subjects to assist in combating violations of employee-student boundaries: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

Employees are governed by the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education (ISBE), and incorporated by reference into this policy. The Superintendent or designee shall identify additional employee conduct standards for appropriate employee-student boundaries, must provide training for employees on them, and is responsible for monitoring the District's employees for violations of employee-student boundaries.

Violations of employee conduct standards and of employee-student boundaries include transporting a student, taking or possessing photos or videos of a student, and meeting or contacting students outside of school and/or outside the bounds of an employee's professional role with the district. Trainings shall include instruction on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law. Moreover, all employees are expected to report any prohibited behaviors and/or boundary violations.

Violations of this policy shall subject an employee to discipline, which may include

dismissal.

Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:

- A. Violating expectations and guidelines for employee-student boundaries.
- B. Sexually harassing a student.
- C. Willfully or negligently failing to follow reporting requirements under ANCRA, Title IX, or the Elementary and Secondary Education Act.
- D. Engages in grooming as defined in 720 ILCS 5/11-25.
- E. Engages in grooming behaviors, which includes, at a minimum, sexual misconduct, which may include: sexual or romantic invitations; dating or soliciting a date, engaging in sexualized or romantic dialog, making sexually suggestive comments that are directed toward or with a student, self-disclosure or physical exposure of a sexual, romantic, or erotic nature, and/or a sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), 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.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

Under 105 ILCS 5/22-5, "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 ISBE and adopted for use by the Board. An employee with an interest in instructional materials is required to file an annual statement with the Board Secretary.

No employee may act as an agent of the District nor act as an agent of any business in any transaction with the District that is intended to or has the result of acquiring

personal gain or a profit. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest.

1. A conflict of interest results when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:
2. A member of the employee's immediate family;
3. An employee's partner; or
4. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees are prohibited from soliciting or accepting any gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts.

Legal References: U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

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

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

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

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

Policy adopted: June 20, 2023

BOARD OF EDUCATION, School District 101, Western Springs, IL