

### 3.18 CODE OF CONDUCT FOR EMPLOYEES

The Franklin Local School District Board of Education adopts the following principles for all employees, including administrators, teachers and non-teaching employees:

1. Professional Behavior

Employees shall behave in a professional manner, realizing that their actions reflect directly on the status and substance of the District and its operations.

An employee serves as a positive role model to both students and adults and is responsible for preserving the dignity and integrity of the District and its operations, and for following the highest ethical standards.

2. Professional Relationship with Students

Employees shall maintain a professional relationship with all students at all times, both in and out of school.

An employee's responsibility includes nurturing the potential of all students and providing a safe environment free from harassment, intimidation and criminal activity. An employee creates, supports, and maintains an appropriate environment for all students. An employee must serve as a champion against child abuse and be cognizant of student behaviors that suggest abuse or neglect.

3. Accurate Reporting

Employees shall accurately report information required by the Board of Education, state or federal education agencies, or state or federal law.

An employee communicates appropriate representation of facts concerning the District's operations. An employee must report, to the superintendent or designee, conduct that is detrimental to the health, safety, and welfare of students.

4. Criminal Acts

Employees shall adhere to federal, state and local laws and statutes.

An employee shall not engage in criminal activity as evidenced by an adjudication including but not limited to a criminal conviction, guilty plea or finding of guilt.

5. Confidentiality

Employees shall comply with state and federal laws related to maintaining confidential information.

An employee is entrusted with information that could be misused to embarrass or damage a student's reputation or relationship with others. Therefore, the employee has the responsibility to keep information about students confidential unless disclosure serves professional purposes, affects the health, safety, and welfare of students and others, is required by law, or parental permission has

been given. An employee maintains the security of confidential information such as academic and disciplinary records, personal confidences, photographs, health and medical information, family status and/or income.

6. **Use, Possession, or Unlawful Distribution of Alcohol, Drugs and Tobacco**  
Employees shall not use, possess or unlawfully distribute illegal or unauthorized drugs. Employees shall not use alcohol during any school activity involving students, minors or underage persons. Employees shall not use tobacco during any school activity except in a designated area. Employees shall not furnish, provide or encourage students or underage persons to use, possess or unlawfully distribute alcohol, tobacco, illegal or unauthorized drugs. An employee is entrusted with protecting the health, safety, and welfare of students at any school event. The use of alcohol, illegal or unauthorized drugs causes impairment of judgment that may potentially harm others. An employee must serve as a positive role model and refrain from the illegal use of tobacco on any school grounds or at any school activity.
7. **Accepting Compensation for Self Promotion or Personal Gain**  
Employees shall ensure that school property, public funds or fees paid by students or the community are not used for personal gain. Employees shall not make decisions based upon gifts, gratuities, favors or the socioeconomic status of parents, family members, community members or businesses. An employee is entrusted with public funds and school property in the course of performing job duties and maintains a high level of honesty, accuracy and accountability to ensure that institutional privileges are not used for personal gain. An employee complies with applicable ethics laws and maintains integrity with students, colleagues, parents, families, community or businesses when accepting gifts, gratuities or favors. To avoid bias or prejudice, an employee needs to ensure that decisions made about students or school policy are not negatively influenced by the socioeconomic status of parents, family members, community members or businesses.
8. **Commitment to Contract**  
Employees shall fulfill all of the terms and obligations detailed in their employment contract with the Board of Education for the duration of the contract.  
An employee knows and understands the rights and responsibilities as outlined in the employment contract and adheres to the terms and conditions of the agreement by fulfilling responsibilities and duties required of the position.

These minimum principles provide a guide for conduct in situations that have implications for all administrators, teachers (including without limitation other licensed individuals serving as school nurses, coaches and substitute teachers), and non-teaching employees. Certain groups of employees may be subject to additional

regulations, such as those set forth in the Licensure Code of Professional Conduct for Ohio Educators.

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