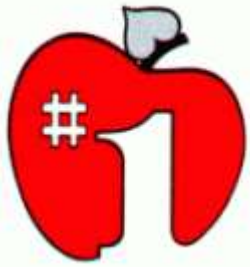


**Hutchinson Public Schools**

**Unified School District No. 308**

# **CODE OF CONDUCT**

*“Students will graduate with the knowledge, skills, and behaviors to be college and career ready.”*



# Hutchinson Public Schools

*Students graduate with the knowledge, skills and behaviors  
to be college and career ready.*

Dear Colleagues:

One of our district's most valuable assets is its employees' reputation for honesty and integrity. Thank you for being part of that trusted team. Our Code of Conduct has been established to help us all understand and comply with the highest standards of legal and ethical conduct.

Our Code does not cover every situation you may face, but it does set out basic principles to help guide you. Employees, with their daily decisions, either enhance or diminish the reputation of the district by the choices they make. We expect all district employees, vendors, and agents to observe the high standards of conduct set forth in our Code.

Please read our Code of Conduct carefully. It's important that you understand its contents and be able to apply its principles in everything you do related to your work in the district. If there is any part of the Code that is unclear or needs interpretation do not hesitate to ask.

If you become aware of conduct you believe may violate our Code, it is your duty to report it. You can report such conduct to your supervisor, the district's public information officer, board clerk, superintendent, or via our Compliance website. Employees may report suspected violations of the Code without fear of reprisal or retaliation.

By acting in a manner that is consistent with our Code of Conduct, you will help keep and enhance the reputation of integrity for our district and all its employees. At the same time you be providing a good role model for our students.

Thank you,

**Gary Price**

Gary Price  
Superintendent

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## CODE OF CONDUCT

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The Code of Conduct (“Code”) embraces the District’s policies and procedures, federal program requirements and applicable laws and regulations which govern employees in Unified School District No, 308, Reno County, Kansas (USD 308” or the “District”). Employees should refer to related Administrative Regulations, policy handbooks, and state and federal laws for additional detail.

“USD 308 means all District facilities including but not limited to the District’s Administration Center; Avenue A Elementary School; Early Education Center; Educational Service Center; Faris Elementary School; Graber Elementary School; Grandview, Hutcherson Center; Hutchinson High School, Career and Technical Education Center; Hutchinson Magnet School at Allen; Hutchinson Middle School 7; Hutchinson Middle School 8; Lincoln Elementary School; McCandless Elementary School; Morgan Elementary School; Reno County Youth Services; Support Services Center; Technology Support Center; Wiley Elementary School.

“Covered Persons” mean our employees and anyone else working on behalf of USD 308, (e.g., Board Members and substitute teachers). We refer to Covered Persons individually as “you”.

### **Purpose/Overview**

This Code outlines how you are to conduct yourself. Our students, parents and patrons (collectively, “*those we serve*”) deserve your very best. This Code will help you understand what is expected of you as an employee.

### **Ethical Conduct**

Each Covered Person is responsible for following our Code and helping build a culture of compliance by:

- Encouraging ethical conduct with co-workers.
- Establishing an environment free of harassment and retaliation.
- Ensuring employee behavior complies with applicable laws, regulations, and policies.
- Reporting ethical issues and violations

### **Understanding**

Compliance with this Code is a condition of your employment and your failure to comply with this Code may result in discipline, up to and including termination of employment in accordance with District policies. This Code is not a guarantee of continued employment. It does not give you any contractual rights.

### **Reporting**

You are required to report actual or suspected violations of our Code. Early detection and resolution of issues and misconduct is critical to minimizing liability.

You may make oral or written reports through your chain of command (e.g., your supervisor, department director, human resources) or to the Public Information Officer (620-615-4029) or to Clerk of the Board, (620-615-4029). You also may report potential fraud, waste, or abuse anonymously through the District's web site, [www.usd308.com](http://www.usd308.com) and clicking on the Reporting Fraud Waste and Abuse link.

### **Non-Retaliation**

Retaliation against those reporting actual or suspected violations is prohibited. Employees need not fear retaliation for good faith reporting of actual or suspected violations of the Code, filing reports, assisting with investigations, providing testimony, or participating in the handling of a false claim. If you refuse to engage in activity that you think in good faith violates the law, you are protected from retaliation. Employees should immediately report any acts of retaliation.

### **Standards of Conduct**

All Covered Persons are required to comply with the policies and rules approved by the Board of Education and with all local, state and federal laws. The Board expects all employees to strive to be positive role-models and to conduct themselves at all times with integrity and in a manner that will serve as an example of constructive behavior. The relationship between the District's employees and students should be one of cooperation, understanding and mutual respect, and each employee has an affirmative responsibility to promote a professional atmosphere conducive to learning.

As provided in District Policy GAMA, "an employee's or volunteer's personal life beyond the performance of their employment duties will be of concern to, and warrant the attention of the Board, only in the event an employee's conduct directly or indirectly prevents or interferes with the employee's ability to perform effectively the employee's assigned job-related responsibilities or if an employee violates local, state or federal laws other than occasional minor traffic offenses. When determining whether or not a personal conduct code violation has occurred, the specific details of situations will be considered in light of applicable district policies and, state and federal laws."

Examples of employee conduct that may be considered to violate District policies and that may result in disciplinary action without regard to whether the employee is then on duty, include, *but are not limited* to the following:

- 1) Engaging in a physical altercation with another person;
- 2) Recurring absences or tardiness without the approval of the employee's supervisor;
- 3) Refusing to follow the instructions and directions of supervisory or administrative personnel;
- 4) Using obscene or otherwise inappropriate language in the presence of students or employees;
- 5) Failure to maintain an appropriate professional relationships with students or other District employees;
- 6) Possession of a weapon on school property or at any school-related event, except in strict compliance with applicable law.
- 7) Unauthorized use of District property or facilities, including inappropriate use of District computers, computer network and information technology systems;
- 8) Being under the influence of alcohol, controlled substances or controlled medications (other than in accordance with a currently valid prescription thereof) when on duty or in violation of the District's drug-free workplace and drug-free schools policies;
- 9) Any inappropriate conduct which adversely affects the employee's ability to effectively perform the employee's assigned duties;
- 10) Unauthorized disclosure of protected student education records or information, personnel records or other information protected under, or in violation of, District policies or federal or Kansas law;

11) Conduct which results in a final finding of guilt (including voluntary pleas of guilty, no contest or nolo contendere) for any criminal act classified as either a felony or misdemeanor under Kansas or federal law, other than minor traffic offenses.

### **Non-Profit Status**

The District is a political subdivision of the State of Kansas. You may not use the District property for your personal use or financial gain.

### **Political Activity and Contributions**

Various laws prohibit use of District funds, property and facilities for partisan political or lobbying activities and you may not use District resources – e.g., time, email, phones or personnel – to fund or engage in political activities.

### **Records**

You are responsible for creating accurate, clear and complete records (including paper and electronic documents). You may not alter, falsify, or purposefully omit information. All financial records must fairly and accurately represent actual transactions and conform to generally accepted accounting principles.

You may not create or keep any secret or unrecorded funds, expenditures or other assets. You must record all transactions. You may not engage in any activity that requires or contemplates the making of incomplete or fictitious entries.

### **Record Retention**

District Records are required to be retained according to applicable District policies and applicable laws. Once the retention period expires, you may destroy records unless they are needed for another purpose. Destruction of records to avoid their discovery in a legal proceeding may constitute a criminal offense.

### **Use of Electronic Media**

Our assets include anything sent or received via our electronic or telephone systems. Electronic data such as emails and information on district owned technology are never private, confidential or personal. We may monitor and access any electronic data stored or sent via our hardware, storage devices, or systems.

### **Confidential Information**

All requests for information or records from persons who are not District employees are to be forwarded to the Public Information Officer.

You must prevent improper access to or disclosure of our confidential information, e.g., non-public information. Examples include staff information, student information (as per FERPA), and passwords. You may only use such information in the course of carrying out your job responsibility. You may not, however, share confidential information with other staff who have no need to know or with any person who is not a District employee except as permitted by District policies and applicable law.

## **Conflicts of Interest**

You must avoid situations where others may question whether you are acting for the District's benefit or personal gain. You may not use district property or information or your position with us for your own gain. This may include situations you are in a position to influence students or others to buy or use a product or service in which you have a personal financial interest.

When outside activities or personal interests appear to create a conflict of interest, you must remove yourself from the decision making process (even if you feel you can still make objective decisions). All transactions must be in the district's best interest. If a conflict exists, or may exist, or if you need help to avoid one, you must promptly contact your supervisor or district administrator (see GAG).

## **Gifts**

Gifts and other business courtesies may create conflicts of interest. Your work may not be influenced by gifts, rebates, kickbacks, or the like. All decisions and dealings should be based on what is best for the organization.

The District does not allow you to accept money or cash equivalents (e.g., gift cards) from vendors, salesmen, or other such representatives in excess of \$25. Nor does the District allow you to accept or solicit non-monetary gifts or perks from others in exchange for a past, current or future business relationship or opportunity. Except in *limited cases*, you may not accept items such as discounts, prizes, tickets, gratuities, transportation, or other personal benefits or favors.

## **Non-discrimination Statement**

USD 308 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

## **Conclusion**

USD 308 requires you to actively follow this Code. You must report conduct that deviates from this Code. You may do so without fear of retaliation.

This Code sets out acceptable conduct. No person may act contrary to our Code. To stress its importance, we require you to certify (in writing or electronically) that you have read it, and that you will comply with its terms.

If you have questions about our Code please visit with your direct supervisor.

**On July 11, 2016 the Board of Education approved this Code of Conduct.**

## **Signature of Compliance**

1. I have received the Code of Conduct (“Code”). I understand it is my responsibility to know and understand all portions.
2. I hereby acknowledge my obligation, and I agree, to abide by the responsibilities set out in or encompassed by our Code and to be bound by the standards found or incorporated therein.
3. When I have a concern, or I suspect or know of a violation of our Code, I will promptly report it to my direct supervisor, the Public Information Officer, Clerk of the Board or through the district website.
4. I know that violations of our Code may lead to disciplinary action, including termination from employment.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_