

PERSONNEL

LBUSD Code of Ethics

4119.21

Purpose

The well-being of students is the fundamental outcome in all decision making and actions. The Long Beach Unified School District accepts responsibility for upholding democratic principles, helping all students meet high standards, and providing an equal educational opportunity to all. District personnel are expected to adhere to the highest ethical standards in their relations with students, parents/guardians, community, and colleagues.

The Code of Ethics is aligned with existing LBUSD policies, procedures, and professional development in the areas of sexual harassment, non-discrimination, character education, new employee orientation, and supervisor training.

The Board of Education fully supports a Code of Ethics for the Long Beach Unified School District based on the principles of Respect, Honesty, Trustworthiness, Courtesy, Commitment, Loyalty, Self-Discipline, Integrity, Fairness, Responsibility, Cooperation, Citizenship, and Compassion.

Guiding Principles

A. Commitment to the Student

The Board of Education and all District personnel work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. We serve as a model of ethical standards, continually reflecting on our actions regarding ethical issues and how they apply to our district, school, classroom, curriculum, and profession. We strive through fair and just treatment to help each student achieve and succeed by fulfillment of the following obligations to students:

1. Provide an educational environment that nurtures the student as a whole.
2. Enable students to cultivate ethical decision-making in the pursuit of learning.
3. Provide relevant subject matter which will promote student progress.
4. Provide students with the opportunity to explore and express multiple perspectives.
5. Acknowledge that students have different learning styles and incorporate various modalities into the learning environment.
6. Make every effort to protect students and to provide a safe, healthy environment.
7. Create an environment in which all students are treated in a manner that is equitable and free from bias.

8. Maintain confidentiality regarding student/family information obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
9. Maintain professional relationships with students without creating the perception of any personal advantage.

B. Commitment to the Students' Parents/Guardians and Families

The Board of Education and all District personnel understand that it is essential for the school and home to interact frequently and effectively. Our purpose is to create a partnership of responsibility between the District and parents/guardians and to respect and appreciate each other. The students' task of understanding and finding a place in the adult world is a collaborative mutual effort. Curriculum, school practices, and discussions incorporate knowledge of students' families and the value of their home culture by fulfillment of the following obligations to parents/guardians and families:

1. Develop understanding and respect of community cultures in order to relate the students' school environment to their home environments.
2. Maintain regular two-way communication with parents/guardians regarding student progress or concerns and respond in a timely and confidential manner.
3. Develop and implement multiple avenues of communication, which include translation when necessary, to actively engage parents/guardians in their child's education.
4. Maintain confidentiality regarding any student/family information obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
5. Keep parents/guardians informed of learning opportunities available to their children.
6. When feasible, offer alternative choices to students and parents/guardians in the event that materials being taught conflict with home values.
7. Treat all students and their family members in a manner that is equitable and free from bias.
8. Maintain professional relationships with parents/guardians without creating the perception of any personal advantage.

C. Commitment to Professional Conduct

The Board of Education and all District personnel believe the quality of the services provided in the education profession directly influences the nation and its citizens. Every effort is made to raise professional standards, improve services, and promote a climate of sound professional judgment by fulfillment of the following obligations to the profession:

1. Act, speak, and dress in a manner that exemplifies personal integrity, dignity, and respect.
2. Adhere to established professional standards.
3. Present professional qualifications accurately and completely.
4. Give appropriate advance notice to the supervisor of any change in availability of service.
5. Conduct professional business through proper reporting channels.
6. Use time designated for the appropriate purpose when reporting absences.
7. Align personal and professional actions with the District's mission and values.
8. Uphold District interests, guidelines, and policies by hiring the most qualified person for each job.
9. Regard employment agreements as commitments to the letter and spirit of contracts and the law.
10. Refrain from accepting or offering gifts or favors of significant value that might impair or appear to impair professional judgment or obtain special advantage.
11. Represent official District educational policies accurately.
12. Distinguish personal views from the official position of the District.
13. Make a commitment to professional development and keep abreast of current research and changes in the field.
14. When attending professional development conferences and activities, it is a District investment and considered a regular duty day with the expectation that the information gained will be used and/or shared with colleagues.
15. Work and share collaboratively with colleagues and professional associations to improve the quality of teaching, learning, and services that support those efforts.

D. Commitment to All Employees

The Board of Education and all District personnel exemplify work relationships that accord just and equitable treatment to all by fulfillment of the following obligations:

1. Accord just, equitable, and unbiased treatment to all District personnel in the exercise of their professional rights and responsibilities.
2. Avoid special treatment in order to influence professional decisions of colleagues.

3. Maintain confidentiality regarding information obtained about any employee in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.
4. Protect all employees from embarrassment or humiliation.
5. Act in a spirit of collaboration with all employees.
6. Develop open lines of communication and actively participate in discussions with coworkers to assure that their points of view are understood and taken into consideration.
7. Present perspectives and opinions on work-related issues in ways that do not undermine the integrity and decisions of supervisors and colleagues.
8. Be fair and objective when formally or informally assessing work performance.
9. Refrain from making false or malicious statements about a colleague.

E. Commitment to Responsible Use of Technology

The Board of Education and all District personnel recognize that technology and Internet-based resources can enhance employee performance by improving access to and exchange of information, offering effective tools to assist in communicating between stakeholders, providing a high-quality, modern instructional program for students, and facilitating operations among district personnel. Every effort is made to fulfill the following technological obligations to the community:

1. Learn to use available electronic resources that will assist performance and participate in training to use resources provided by the District.
2. Be responsible for the appropriate use of technology and use the District's technological resources primarily for purposes related to their employment; any personal use of technology shall not interfere with job duties or District operations.
3. Use Internet-based communications, including email and other electronic files for personal information that is non-confidential in nature, knowing that computer files and electronic communications are not private and may be monitored by the Superintendent or designee.
4. Follow all applicable laws and policies in releasing student or personnel information electronically or otherwise; confidential information about students, employees, or district operations shall not be transmitted without authority.
5. Prevent access by students and other unauthorized persons to employee accounts, passwords, grading programs, legal record keeping (i.e. attendance) or other

restricted resources.

6. Adhere to professional standards of conduct when utilizing personal accounts on a public platform (social media, email, message boards, fundraising or donation sites, etc.) that may identify personnel as LBUSD employees.

F. Commitment to Academic Integrity

All District personnel, with the support of the Board of Education, maintain academic integrity in the process of interacting with students, parents/guardians, and other stakeholders when evaluating students and assigning formal grades:

1. Maintain the academic integrity of the exam-taking process and all student work by implementing techniques that significantly reduce the possibility of cheating.
2. Use the highest ethical standards of objectivity, fairness, and documentation in the assignment of grades to students.
3. Maintain confidentiality regarding student progress.

G. Commitment to the Business Community

The Board of Education and all District personnel exemplify the highest level of professionalism and an understanding of sound business practices and District policy in contacts with members of the business community:

1. Demonstrate a personal commitment to the highest ethical standards when communicating with suppliers, vendors, contractors, purveyors, or other business professionals.
2. Follow District policies and internal procedures in making recommendations and decisions about District business matters.
3. Operate fairly without any personal agenda in all matters involving the business relationships of the district.
4. Obey the law in its word, spirit, and intent at all times.
5. Exercise great care and good professional judgment in order to avoid situations that may compromise the reputation of the district.
6. Seek guidance, advice, and training from experts regarding current school business practices.
7. Treat all vendors, businesses in the community, and business partners fairly and equitably, taking care not to use District resources (facilities, employees, communication ability, etc.) to promote the interests of any particular company.

8. Refrain from soliciting District vendors for donations to avoid the appearance of biased purchasing practices.

H. Commitment to Fiscal Responsibility

The Board of Education and all District personnel exemplify the highest level of professionalism and an understanding of sound business practices and District policy in being accountable for District resources:

1. Use District resources, including but not limited to facilities, equipment, supplies, and mailing lists, for District-approved purposes.
2. Avoid conflicts of interest and/or improper outside income obtained due to your position or employment status with the district.
3. Employees refrain from discussing the possibility of future employment with District vendors that might benefit from the employee's official decisions.
4. Avoid improper influence of family members and associates that could result in a direct benefit to an acquaintance, including but not limited to the areas of hiring, promotion, discipline, evaluation, or direct supervision.
5. Handle procurement information in a manner that does not favor any particular vendor.

Closing

The Board of Education of the Long Beach Unified School District has adopted the foregoing *Code of Ethics* as a recommended measure of professional behavior for members of Board of Education and all District employees. This *Code of Ethics* is intended to be a living document subject to periodic review and update. School district board members and employees are expected to act in a manner that demonstrates their personal commitment to the highest ethical standards.

Legal Reference:

Code of Regulations, Title 5, 80331-80338
Rules of Conduct for Professional Educators

Adopted: April 18, 1988
Revised: May 15, 2007
June 12, 2017

LONG BEACH UNIFIED SCHOOL DISTRICT

COMMITMENT TO OUR LBUSD CODE OF ETHICS

As an employee of the Long Beach Unified School District, I am an important part of a team whose mission is to contribute to the education of all students to their maximum potential. My success and the success of our District depend on the teamwork, trust, and commitment I demonstrate every day in my work.

I am committed to demonstrating and helping the District achieve the highest ethical standards, including:

- **A commitment to excellence** as we strive to become the best school district and employees by implementing the District's mission, vision, and values
- **A commitment to integrity** by making decisions that are in the best interests of the District and by avoiding conflicts of interest and the appearance of impropriety
- **A commitment to responsibility** by being accountable for our behavior as individuals and as a District

Employee's Name (Please Print): _____

Employee's Signature: _____

Date: _____

I have reviewed the Code of Ethics with the above-named employee and provided a copy of the code to him or her.

Supervisor's Name (Please Print): _____

Supervisor's Signature: _____

Date: _____

(Please keep in school or office file)

I am in receipt of the Code of Ethics for LBUSD. _____ (Employee's Initials)