



**LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM**

TITLE: Code of Conduct with Students – Distribution and Dissemination Requirement

NUMBER: MEM – 4773.0

ISSUER: James Morris, Chief of Staff
Office of the Superintendent

DATE: June 5, 2009

ROUTING
Administrators/Supervisors
All Employees

POLICY: The Los Angeles Unified School District is committed to providing a safe and secure learning environment for its students. As such, the most important responsibility of all District employees is the safety of our students. While the District encourages the cultivation of positive relationships with students, employees and all individuals who work with or have contact with students are reminded that they must be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior. Employees and all individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid the situations indicated in the “*Code of Conduct with Students.*”

The purpose of this memorandum is to delineate those situations and advise employees/individuals that, when allegations of inappropriate conduct or behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.

MAJOR CHANGES: This Memorandum replaced MEM-4400.0, “*Code of Conduct with Students – Distribution and Dissemination,*” dated July 30, 2008, by the Office of the Superintendent. It is issued annually as a reminder to schools and offices of the requirement that administrators/principals/supervisors/unit heads provide notice and give clear guidance regarding the District document, “*Code of Conduct with Students,*” to employees and all individuals who work with or have contact with students.

- GUIDELINES:**
- I. Dissemination of the “Code of Conduct with Students”
 - A. Employees
 - 1. A copy of the “*Code of Conduct with Students*” is to be provided to each employee on an annual basis at the beginning of each school year or when the employee reports to the site/work location, if the school year has already begun.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

2. The “*Code of Conduct with Students*” is to be posted in staff lounges and other prominent locations where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct.
3. The “*Code of Conduct with Students*” is to be included in the location’s/school site’s employee/staff/faculty handbook, school’s Safe School Plan, and in the Substitute Folder that is provided to substitute teachers who report to school sites.

B. Individuals Who Work With or Have Contact with Students

1. A copy of the “*Code of Conduct with Students*” is to be provided to any individual who works with or has contact with students on an annual basis at the beginning of each school year or when the individual reports to the site, if the school year has already begun.
2. Individuals who work with or have contact with students include the following: Beyond the Bell staff, Child Care/Enrichment Program Providers, Consultants, Contractors, Grant Funded Personnel, Interns, Mentors, Non Public Services Contract Providers, Student Body Staff, Supplemental Education Services Providers, Volunteers (including Parent Volunteers and Walk-on Coaches), and Youth Services Staff.

C. Parents

1. Site administrators are encouraged to include the “Code of Conduct with Students” in any newsletter or communication to parents, as well as provide copies to members of the any School Site Councils/Committees, the Safe School Planning Committee, Parent Center Groups, and members of any PTSA or Booster Clubs.
2. In addition to English and Spanish, the “*Code of Conduct with Students*” is available in both color and black and white in the following languages: Armenian, Chinese, Farsi, Korean, and Russian.

II. Administrator/Principal/Supervisor/Unit Head Responsibilities

- A. To ensure wide distribution of the “Code of Conduct with Students” to all LAUSD certificated and classified staff and all other individuals who work with or have contact with students, administrators/principals/supervisors/unit heads are to do the following annually at the beginning of the school year:



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

1. Distribute and review/discuss the document in its entirety at a meeting with all employees/individuals who work with or have contact with students to include the following: all Certificated and Classified Staff, Beyond the Bell staff, Child Care/Enrichment Program Providers, Consultants, Contractors, Grant Funded Personnel, Interns, Mentors, Non Public Services Contract Providers, Student Body Staff, Supplemental Education Services Providers, Volunteers, (including Parent Volunteers and Walk-on-Coaches), and Youth Services Staff.
2. Convene more than one meeting, as needed, to ensure dissemination to those employees/individuals, as applicable, in the above indicated categories.
3. Inform employees/individuals that, while the District encourages the cultivation of positive relationships with students, employees and other individuals who work with or have contact with students are reminded that we expect them to use good judgment and are cautioned to avoid the situations indicated in the document.
4. Remind all employees/individuals to be mindful of the fine line drawn between being sensitive to and supportive of students and a possible or perceived breach of responsible, ethical behavior.
5. Use this as another opportunity to reaffirm the District's, as well as each employee's/individual's commitment, responsibility, and duty to protect students and provide a safe and secure learning environment.
6. Remind employees/individuals that, when allegations of inappropriate behavior are made, the District is obligated to investigate the allegations and, if warranted, take appropriate administrative and/or disciplinary action.
7. Stress the importance of employees' legal obligation, as mandated reporters of suspected child abuse, to telephone the appropriate child protective agency and follow-up with a written report, in accordance with the procedures outlined in the District's Child Abuse and Neglect Reporting Requirements policy bulletin anytime they are witnesses to, become aware of, or are recipients of information regarding an incident(s)/behavior/conduct that may be an indication of suspected child abuse.
8. Remind employees that, if they have any questions or need assistance in making a report of suspected child abuse, they are to contact an administrator.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

9. Emphasize that an employee reporting suspected child abuse must also immediately advise (such notification may be oral or in writing) their supervising administrator of the alleged incident(s)/behavior/ conduct, if the alleged perpetrator is a District employee, volunteer, or other individual who works with or has contact with students on campus.
10. Encourage employees/individuals to speak to the supervisor, principal, or other site-administrator if they have any questions, need further information, or would like to discuss the document or any specific situation from the past, present, or in the future.
11. Ensure that the written agenda (prepared in advance) for the meeting(s) includes an item relating to the distribution/review of the District document, "*Code of Conduct with Students.*" This will serve as verification of the action.
12. Maintain and retain a sign-in for the meeting(s).
13. Ensure that the document is provided (record when that occurred) to any employee/individual who was not present at the meeting or was assigned/reported to the school/work location after the meeting.
14. Post a copy of the "*Code of Conduct with Students*" in staff lounges and other prominent locations where notices are regularly posted regarding rules, regulations, procedures, or standards of conduct.
15. Include a copy of the "*Code of Conduct with Students*" in the school's Safe School Plan, employee/staff/faculty handbook, and in the Substitute Folder that is provided to substitute staff who report to the school/work site.

RELATED RESOURCES:

- *Administrator Certification Form*, Memorandum No. MEM-4207.2, dated June 5, 2009, issued annually by the Office of General Counsel.
- California Education Code Section 44932, *Grounds for dismissal of permanent employees; suspension of employees.*
- *Child Abuse and Neglect Reporting Requirements*, Bulletin No. BUL-1347, dated November 15, 2004, issued by the Office of General Counsel.
- *Employee Code of Ethics*, issued by the Ethics Office, revised February 2003.
- *Employee-to-Student Sexual Abuse and Related Discipline Policy*, Bulletin No. BUL-3357.1, dated November 13, 2008, issued by the Office of General Counsel.
- *Ethics Policies*, Bulletin No. 4748.0, dated May 18, 2009, issued by the Office of the Superintendent.



LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

- Personnel Commission Rule PC 902, Causes for Disciplinary Actions, issued by the Personnel Commission.
- Respectful Treatment of all Persons, Board of Education Resolution, dated October 10, 1988.
- Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), Bulletin No. BUL-3349.0, dated November 29, 2006, issued by the Office of the General Counsel.

ASSISTANCE: For further information, to ask questions, to seek assistance, or for related resources, contact any of the following District Offices:

Educational Equity Compliance Office - (213) 241-7682

- Sue Spears, Director

Local District Office

- Staff Relations Field Director
- Local District Operations Coordinator

Office of General Counsel - (213) 241-7600

- Educational Services Team

Staff Relations or applicable HR Personnel

ATTACHMENTS

<i>Code of Conduct with Students</i> – English	(color)
<i>Code of Conduct with Students</i> – English	(b & w)
<i>Code of Conduct with Students</i> – Spanish	(color)
<i>Code of Conduct with Students</i> – Spanish	(b & w)
<i>Code of Conduct with Students</i> – Armenian	(color)
<i>Code of Conduct with Students</i> – Armenian	(b & w)
<i>Code of Conduct with Students</i> – Chinese	(color)
<i>Code of Conduct with Students</i> – Chinese	(b & w)
<i>Code of Conduct with Students</i> – Farsi	(color)
<i>Code of Conduct with Students</i> – Farsi	(b & w)
<i>Code of Conduct with Students</i> – Korean	(color)
<i>Code of Conduct with Students</i> – Korean	(b & w)
<i>Code of Conduct with Students</i> – Russian	(color)
<i>Code of Conduct with Students</i> – Russian	(b & w)