



# Nā Wai Ola Public Charter School

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**Subject:** Na Wai Ola School/Governing Board Code of Ethics

**Date:** July 1st, 2016

**To:** Hawai'i Public Charter School Commission

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## Policy: Code of Ethics

The Nā Wai Ola Public Charter School Governing Board believes it is imperative that our school staff and governing board members act in the highest ethical manner and preserve the public trust. To carry out the important duties and responsibilities entrusted to the Governing Board, Governing Board Chair and school employees, it is important that clear, comprehensive ethical requirements be established so that our community, Hawaii Department of Education, and support agencies will have confidence in our school operations.

To insure the citizens of Hawaii island and the state of Hawaii a degree of accountability within the school district, this code of ethics is designed to protect the health, safety and general welfare of students and employees and to define unethical conduct justifying administrative or disciplinary action.

It is the Governing Boards intent to create a culture that fosters trust, a commitment to excellence and responsibility, personal and institutional integrity, and avoids conflicts of interest and appearances of impropriety. Thus, The Nā Wai Ola Public Charter School Governing Board, and school employees as public servants and educators, is to be bound by this code of ethics.

## Application and Enforceability:

The Code of Ethics applies to all Governing Board Members and employees and extends to all school employees while they are on Na Wai Ola PCS property or participating in Na Wai Ola PCS events. Violations of this code of ethics can may result in administrative or disciplinary action. This code may apply when the conduct of the employee occurs on or off the Na Wai Ola PCS campus.

**Making Ethical Decisions:**

**While this Code of Ethics provides general guidance, it does not provide a complete listing or a definitive answer to every possible ethical situation. It is the intention of the Na Wai Ola PCS Governing Board in enacting this policy that the use of good judgment, based on high ethical principles. When making decisions, the Governing Board Chairperson, School Principal or any employee in the school organizational chart will be held accountable for making decisions based on this code of ethics.**

- \* Evaluate the situation and identify ethical issues.**
- \* Consult this Code of Ethics, state laws and regulations, and the Governing Boards' Policies and apply them to the situation.**
- \* Ask for guidance. In the event an individual is unsure of the proper course of action to be taken in a particular circumstance, guidance may be requested from the state (Hawai'i) Attorney General (AG) office.**

**Accountability and Compliance:**

**Each employee agrees and pledges:**

- \* To provide the best example possible: striving to demonstrate excellence, integrity and responsibility in the workplace.**
- \* To obey local, state and national laws, codes and regulations.**
- \* To support the principles of due process to protect the civil and human rights of all students and individuals.**
- \* To treat all students and individuals with respect and to strive to be fair in all matters.**
- \* To create an environment of trust, respect and non-discrimination, by not permitting discriminatory, demeaning, or harassing behavior of students or colleagues.**
- \* To take responsibility and be accountable for his or her acts or omissions.**
- \* To avoid conflicts of interest or appearance of impropriety.**
- \* To cooperate with others to protect and advance Na Wai Ola PCS and its students.**
- \* To report improper conduct**
- \* To be efficient and effective in the delivery of all professional duties**

**Ethical Standards:**

*Abuse of Students-We are committed to ensuring that employee-student relationships are positive, professional and non-exploitative. We will not tolerate improper employee-student relationships. Each employee should always maintain a professional relationship with students, both in and outside of the classroom. Unethical conduct includes but not limited to:*

- \* **Committing any act of child abuse, including physical and verbal abuse.**
- \* **Committing any act of cruelty to children or any act of child endangerment**
- \* **Using one's professional relationship or authority with students for one's personal Advantage**
- \* **Engaging in, or convicted of, a crime involving children.**
- \* **Engaging in any sexually related behavior with a student with or without consent of the student. Sexually related behavior shall include, but not limited to, such behaviors as sexual jokes; sexual remarks, sexual kidding, or teasing; sexual innuendo; pressure for Dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; sexual assault and any sexual act.**
- \* **Engaging in bullying or harassing behavior on the basis of race, gender, sex or national origin, age, religion, or disability, sexual orientation or gender identity.**

*Alcohol or Drugs: - We are committed to holding each other accountable for our performance as Na Wai Ola PCS employees and as individuals.*

- \* **Employees should refrain from the use of alcohol or illegal or unauthorized drugs while Performing their official duties**

**Misrepresentation or Falsification:**

*We are committed to candor in our work relationships, providing other Governing Board employees including supervisors, senior staff and Governing Board members with accurate, reliable, and timely information. Employees should exemplify honesty and integrity in the performance of their official duties for Nā Wai Ola Public Charter School.*

**Improper Remunerative Conduct:**

*We are committed to practice of not accepting gifts or gratuities in violation of the State Code of Ethics or which give the appearance that a gift or gratuities improperly influenced our decisions.*

**Public Funds and Property:**

*We are committed to ensuring that school facilities, equipment, supplies, or other Na Wai Ola PCS resources are used for school purposes only.*

- \* Failing to use public or school related funds or school governing board property for Na Wai Ola PCS purposes. Except for occasional and incidental personal use (Principal or Governing Board Chair approval) we will not tolerate improper use of public use of public resources, and will report and reimburse the school for costs associated with personal use.

**Confidentiality of Information:**

We are committed to insuring that our power and authority are used in an appropriate, positive manner that enhances the public trust.

- \* Failing to maintain any necessary certification or licensure required in the performance of job duties.
- \* Failing to report misconduct of a fellow employee, or to complete an investigation relative to allegations of misconduct of a fellow employee

**Statutory Compliance:**

**Procedures for Reporting Ethical Violations and Misconduct**

- \* It is the responsibility of all Na Wai Ola employees and Governing Board Members to promptly report any compliant alleging a violation of this policy.
- \* Any and all complaints shall be promptly reported to the office of the principal or or School Governing Board.

**Acknowledgement/Certification of Code of Ethics:**

Each employee and Governing Board member will be required to sign an Acknowledgement/Certification Form.

Code of Ethics

Acknowledge

I, the undersigned \_\_\_\_\_

(Print Your Name)

