



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**REFERENCE GUIDE**

**TITLE:** Code of Conduct with Students –  
 Online Training Module

**NUMBER:** REF-057699

**ISSUER:** Dave Holmquist, General Counsel  
 Office of the General Counsel

**DATE:** October 3, 2018

**ROUTING**

All Locations  
 All Employees

**PURPOSE:** The purpose of this reference guide is to provide information regarding availability of the *Code of Conduct with Students* online module as a resource for all employees.

**BACKGROUND:** 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 District employees is student safety. While the District encourages the cultivation of positive relationships with students, employees and individuals who work with or have contact with students are reminded 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 individuals who work with or have contact with students are expected to use good judgment and are cautioned to avoid situations indicated in the *Code of Conduct with Students*.

Copies of the District’s *Code of Conduct with Students* are provided at the beginning of each school year or when an individual reports to a site if the school year has already begun per *BUL-5167.0, Code of Conduct with Students–Distribution and Dissemination Requirement*. The online module is to assist administrators/principals/supervisors/unit heads with provision of this guidance in accordance with the annual administrative certification requirement.

**INSTRUCTIONS:** I. Overview of the Online Training Module

The “Code of Conduct with Students” module consists of a customized District video, followed by questions verifying employees’ receipt and understanding of the content and is accompanied by a certificate of completion. The video is available through My Professional Learning Network (MyPLN). It may be used at a scheduled staff meeting, during employees’ work time that has been approved or made available by an administrator, or when feasible during employees’ assigned work days. There is ability to stop and start the video at one’s convenience, providing opportunity for reflection regarding scenarios presented in the module.



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### II. Accessing the Online Training Module

Administrators/principals/supervisors/unit heads may enroll in and view the module with staff as a group as part of the annual administrative certification requirement. Alternatively, employees and other adults working with or having contact with pupils may self-register individually using a single sign-on to access the “Code of Conduct with Students” module as follows:

1. Go online to the [MyPLN](http://achieve.lausd.net/mypln) website at <http://achieve.lausd.net/mypln>;
2. Login with single sign-on (SSO) (the same username and password for District email);
3. Click the “Search” icon;
4. In the Global Search field, type *Code of Conduct with Students*;
5. Click “Open Curriculum Player”;
6. Complete the module;
7. Complete the questions in the assessment;
8. Once 100% completion is reached, return to employee’s transcript. Go to the “Completed” section of the transcript (See Active versus Completed drop-down) and select “View Certificate” to download and print certificate.

#### RELATED RESOURCES:

- [BUL-5167.0](#) Code of Conduct with Students – Distribution and Dissemination Requirement, July 1, 2010
- [MEM-6128.6](#) Administrator Certification Online System 2018-2019 for School Sites and Offices, August 29, 2018
- [BUL-1347.4](#) Child Abuse and Neglect Reporting Procedures, September 28, 2018
- [BUL-4748.0](#) Ethics Policies, May 18, 2009
- [BUL-5310.0](#) Guidelines on Use of Privately Owned Vehicles for Authorized School District Business, October 20, 2010
- [BUL-3349.1](#) Sexual Harassment Policy (Student-to-Student, Adult-to-Student, and Student-to-Adult), August 6, 2014
- [BUL-5688.2](#) Social Media Policy for Employees and Associated Persons, July 31, 2018

#### ASSISTANCE:

For further assistance or related resources, contact the following District offices:

- [Educational Equity Compliance Office](#), (213) 241-7682;  
[EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net)
  - Local District Office
    - [Staff Relations](#) Field Director
    - [Local District](#) Administrator of Operations/Operations Coordinator
  - [Office of the General Counsel](#), (213) 241-7600; Education Legal Services Team
- For technical difficulties, please contact the [ITD Help Desk](#), (213) 241-5200.