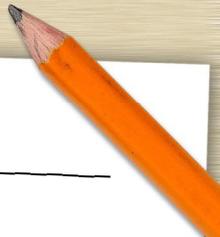


Can You Make the Ethics Grade?



NAME _____

DATE _____

LOCATION _____

SESSION _____

"Character, not circumstances, makes the man," said Booker T. Washington. The principles that underlie strong character – integrity, honesty, fairness and transparency – are the same principles that our LAUSD ethical standards are built upon. As public servants, our ability to apply these principles with consistency, in *all* circumstances, defines our personal as well as professional character and shapes the character of the work environment we create for our district, ourselves and our students.

What's Your Ethical IQ?

Take the quiz below to see how well you measure up when it comes to the ethics challenges we are tested with as LAUSD employees and as role models for the next generation. *Good Luck!*

GIFTS AND HONORARIA

- 1. True or False: You can always decline any gift that could raise an appearance of impropriety.**
 - A. True
 - B. False
- 2. Under state law, which of the following can you receive without restriction as a public official?**
 - A. Tickets to athletic or cultural events
 - B. A plaque or trophy, if its value is nominal
- 3. Which of the following is prohibited under LAUSD's gift policies?**
 - A. \$10 worth of free supplies every month for a year from an individual that could benefit from your official decisions
 - B. \$20 birthday gift from a friend at work
- 4. A nonprofit proposes to pay all your expenses and an honorarium if you attend a conference they are hosting. Can you accept this offer?**
 - A. Yes, as long as the honorarium does not exceed LAUSD's gift limit
 - B. It depends. While you cannot accept honorariums, travel payments are sometimes acceptable under state law
- 5. What action should you take if you receive a gift that exceeds our district's gift limit?**
 - A. Pass on the gift to a friend or family member who doesn't work at LAUSD.
 - B. Tell the giver it exceeds LAUSD's gift limit and return the gift or donate it to our LAUSD Foundation or other nonprofit. Let the giver know, if you plan to donate to a nonprofit.

CONFLICTS OF INTEREST

- 6. Which of the following is a true statement about California's complex conflict of interest laws?**
 - A. Ignorance of the laws is an effective defense against prosecution.
 - B. Many of the conflict of interest regulations apply to consultants as well as employees.
- 7. True or False: It is possible to avoid a conflict of interest with proactive safeguards.**
 - A. True
 - B. False
- 8. If you are serving on an evaluation committee for a service or product and one of the bidders is your spouse's employer, what should you do?**
 - A. Perform your role with a great deal of objectivity and tell your spouse the two of you cannot discuss the evaluation.
 - B. Disclose it to the committee chairperson and seek guidance on how to disqualify yourself.
- 9. True or False: You would be permitted to market or recommend a book that you receive royalties on to other LAUSD officials, so long as you are not the official purchaser of the book.**
 - A. True
 - B. False
- 10. What should you do if an LAUSD vendor you work with wants to discuss a potential job offer?**
 - A. Recuse yourself *formally* on matters relating to the vendor before further discussion.
 - B. Explore the opportunity offsite and recuse yourself once you have a firm offer.

USE OF POSITION OR RESOURCES

11. True or False: A supervisor may ask an assistant to help send out invitations to an upcoming fundraiser for his or her favorite charity.
A. True
B. False
12. Which is the appropriate response to a vendor who asks you for a letter of recommendation on district stationary for an upcoming bid?
A. "I can only write you a short letter to discuss why we have chosen your services."
B. "I'm sorry, but we cannot use official stationary or our titles to endorse any private product, service or enterprise."
13. You have written a great book on your own time, and your publisher wants you to help sell the book to LAUSD. Is this allowed?
A. Yes
B. No
14. Your highly-qualified friend is interested in working with LAUSD. What can you do to help?
A. Share how exciting and challenging it is to be involved in public education. You can also walk your friend through the hiring process and discuss any information that is available to the general public.
B. Nothing at all.
15. Which of the following is permissible?
A. Using your district computer and phone during *non-work* hours to finish work you have for your side business
B. Using your *non-work* time to discuss information about a fundraiser for your daughter's soccer team (so long as you make clear that no one should feel pressured to make a donation)

OUTSIDE ACTIVITIES

16. A vendor that has dealings with you at LAUSD wants you to moonlight for them. They are asking for your help on non-LAUDS matters. Is this a problem?
A. Yes
B. No
17. True or False: You can set up a consulting firm and make sales calls to LAUSD staff while you are employed with our district, so long as you do all the sales work on your own time.
A. True
B. False
18. You are a volunteer for a nonprofit. Can you share information with them about an upcoming LAUSD grant before it's publicly announced?
A. Yes, as long as the information is for a good cause rather than your private benefit
B. No, your outside activities cannot be advantaged by your position or your access to confidential information
19. What should you do if an LAUSD parent of your students wants to pay you to tutor her son.
A. Decline the offer and point the parent to other tutoring opportunities that are available to LAUSD students.
B. Accept the offer, but teach off-campus and keep your rates as low as possible.
20. You have a skilled tradesperson under your supervision who does tremendous work. Are there any ethics concerns if you want to hire him or her to do private work for you at home?
A. No, as long as the work is all on personal time
B. Yes, there are ethics concerns because it's not advisable for supervisors and their subordinates to have business dealings that could cloud the work relationship

Answer Key for Self-Check

- | | | | |
|------|-------|-------|-------|
| 5. b | 10. a | 15. b | 20. b |
| 4. b | 9. b | 14. a | 19. a |
| 3. a | 8. b | 13. b | 18. b |
| 2. b | 7. a | 12. b | 17. b |
| 1. a | 6. b | 11. b | 16. a |

