

## **522.4 STAFF ETHICS/CONFLICTS OF INTEREST**

The Board of Education believes an effective educational program requires the services of individuals with integrity, high ideals, and human understanding.

All District employees are expected to accept responsibility for their conduct and to understand that their conduct may be regarded as representative of the District. Employees are required to abide by a standard of conduct that models good citizenship and to be an example of self-discipline for students, parents, and the community. Individuals are required at all times to avoid behavior that may cause them to lose the respect of the students, parents, and the community.

All employees of the District are expected to maintain high standards in their school relationships including but not limited to the following:

- The placement of the welfare of children as the first concern of the school system.
- The maintenance of just and courteous professional relationships with students, parents, staff members, and others.
- The maintenance of their own efficiency and knowledge of the developments in their fields of work.
- The maintenance, respect, and compliance with state and federal laws to protect information concerning students, families, staff, and District matters.
- The transaction of all official business with the properly designated authorities of the school system, while ensuring the confidentiality of privileged information as appropriate.
- The establishment of a friendly and positive relationship between the community and the school system.
- The establishment of a respectful, individual, and collaborative effort to support District goals, Board policies and procedures, and the education of our students.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.
- Restraint from using their position to promote partisan politics, sectarian religious views, or selfish propaganda of any kind, or for personal, monetary or non-monetary gain.
- The proper use and protection of all school properties, equipment, and materials.
- Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the district administrator if necessary.
- The adherence to all ethical standards for public employees and officials required by state law.

- The knowledge of and adherence to District policies in areas related to their employment responsibilities.
- Restraint from outside employment, which will impair the ability to execute employment responsibilities.

No spouse or dependent employed by the district shall be supervised by his/her spouse/parent or guardian. This policy does not prohibit periodic employment of spouses and dependents for substitute employment, game or event officials, or non-teaching coaches.

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

Reviewed, revised, and approved by the Board of Education on November 21, 2011