

Code of Ethics for District Employees and Elected Officials

Introduction

The Board believes an effective educational program requires that all district employees act with professionalism, integrity, due diligence and in accordance with all laws, regulations, and policies. All district employees and board members are expected to accept responsibility for their conduct, and to understand that their conduct will be regarded as representative of the District. Employees and board members are expected 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 District's students, parents, and community. The following are standards for relationships in the district:

1. Place the welfare of students as the first concern of the school district.
2. Maintain respectful and courteous relationships with students, parents, fellow employees, and members of the community.
3. Maintain efficiency and knowledge of new developments in the employee's area of responsibility.
4. Transact all official business with the properly designated authorities of the district.
5. Establish and maintain cooperation and communication between the community and the district.
6. Abstain from using school contacts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
7. Refrain from representing the school district without authorization.

Code of Ethics Guidelines

Responsibilities of District Employees and Elected Officials

School District employees and elected officials must recognize that their actions in the community and public affect the credibility of the District as a whole. Moreover, School District employees and elected officials have affirmative obligations to avoid financial conflicts of interest, which may not only violate this policy but may also result in other civil or criminal penalties. It is important, that School District employees and elected officials:

1. Place the welfare and safety of students as the first concern.
2. Become familiar with board policies and administrative procedures, and State and Federal laws and directives.
3. Support and comply with all board policies and administrative procedures, and State and Federal law and directives.
4. Carry out assigned responsibilities.
5. Care for and protect school property, equipment, and materials.

6. Act responsibly with regard to their own and the district's legal obligations for the safety and welfare of students.

Professional Relationships with Students

School District employees and elected officials must recognize that the education of students is the first concern of the District. District employees who are in-charge of various activities are responsible for the supervision of students or participants and for the day-to-day enforcement of rules and regulations. All employees are expected to assist in order to promote an atmosphere conducive to a wholesome, safe and clean environment.

Since positive relationships with students are of major importance to student achievement, all employees and elected officials are expected to maintain appropriate, professional relationships with students. Offensive or inappropriate statements or conduct including but not limited to the use of ridicule, insults, sarcasm, cynicism, retribution, sustained or repeated yelling, profanity, and belittling, intimidating or recriminating statements or behaviors will not be tolerated. Employees must be resource people, aides, guides, teachers, and leaders demonstrating a commitment to students as follows:

1. Regard and respect students as individuals treating them equally, fairly, and without discrimination.
2. Provide optimum learning opportunities for all students.
3. Communicate with students in a manner that fosters the development of a positive self-image.
4. Give students positive and constructive feedback in a variety of ways.
5. Model and reinforce positive behaviors that are expected of students.
6. Implement motivation techniques that enhance self-esteem and achievement.
7. Maintain empathy with and respect for all students.
8. Use discretion in handling confidential information about students.
9. Utilize problem-solving techniques in correcting and changing student behavior.
10. Encourage students to study varying points of view and respect the student's right to form independent judgments.
11. Conduct conferences with or concerning students in an appropriate place and manner.
12. Exercise good judgment in dealing with students, parents, other staff, and the public.
13. Display moral and ethical behavior.
14. Never utilize students or class time to further personal agendas.
15. Never send a student on an errand off school premises during school hours on a personal errand of any kind.
16. Never attempt to instill personal political, moral, or religious beliefs.

Professional Relationships with Parents and Colleagues

1. Maintain appropriate and courteous professional and personal relationships with parents, staff members, and others.
2. Foster a friendly and cooperative relationship between the community and school system.

3. Establish a respectful, individual, and collaborative effort to support District goals, Board policies, and procedures, and the education of students.
4. Assist in establishing and maintaining a District culture that seeks to continually improve the education and welfare of students.

Fraud Reporting Procedure

District employees who suspect fraud, impropriety, or irregularity in relationship to District fiscal or other resources shall report suspicions immediately to their supervisor and the district administrator who shall be responsible for initiating the necessary investigation. If the concern or complaint involves the district administrator the concern shall be brought to the attention of the Board President.

The investigation shall be conducted in coordination with legal counsel and other internal or external departments and agencies as appropriate. Investigations shall be conducted in a manner that protects the confidentiality of the parties and the facts. All employees involved shall keep information about the investigation confidential.

The District may not retaliate in any way (i.e. suspension, termination, undesirable assignments, or other adverse action) against an employee who reports any fraud, impropriety, or irregularity.

Failure of any District employee to observe or adhere to the expectations which are stated in this policy may result the termination or non-renewal of the employment contract of the employee in question. The standards/expectations which are stated here are not exclusive and may be expanded or updated at the discretion of the Board.

Approved: July 19, 2010