

STAFF ETHICS AND CONDUCT

An effective educational program requires the services of individuals with integrity, high ideals, and human understanding. The Board expects staff members to conduct themselves in a manner which not only reflects credit to the district but also presents a model worthy of emulation by students.

All staff members have a responsibility to make themselves familiar with, and abide by, the laws of the State of Ohio, the policies the Board, and the administrative procedures designed to implement them.

Staff members will not engage in, nor have a personal financial interest in, any activity that conflicts with their duties and responsibilities in the District. Staff members are expected to refuse compensation from any source other than the Board for the performance of the duties of his/her public employment or any other act or service in his/her public capacity as a District staff member. *Unless expressly approved by the Superintendent*, staff members may not accept compensation from any source other than the Board for instructional services provided to their current students. *(See Administrative Procedure 7.09a)*

In order that there be no conflict of interest in the selection and evaluation of employees, at no time may any administrator be responsible for the selection and/or evaluation of an employee to whom he/she is directly related.

The Board expects all staff members to maintain high standards in the performance of their professional duties. Essential to the success of the District's instructional program and other ongoing school operations are the following specific responsibilities which will be expected of all staff members:

1. Recognize and respect the basic dignity of all individuals with whom they interact in the performance of their duties;
2. Exercise due care to protect the physical safety and emotional health of students, colleagues, and school visitors;
3. Support and enforce policies of the Board of Education and regulations of the school administration;
4. Respect the confidentiality of privileged information;
5. Be faithful and prompt in attendance at work;
6. Be diligent in submitting required reports promptly;
7. Represent their own qualifications accurately;
8. Refuse to accept anything of value offered by another for the purpose of influencing judgment;

9. Refrain from using his/her position or any public property placed in his/her care, or permitting another person to use the staff member's position or public property, for political or religious purposes. (This will in no way limit constitutionally or legally protected rights as a citizen.);
10. Refrain from selling textbooks, instructional supplies, equipment, reference books, or any other school products to the schools in the district, or furnishing the names of students or parents to anyone selling such materials.

Adopted 01/12/09
Reviewed 6/1/2012