



Board Policy

Staff Conduct and Ethics

**Personnel
Policy 4003**

Policy Statement

All employees of the district shall adhere to the following standards:

- Maintain the well-being of students as their primary guide
- Deal justly and impartially with all students
- Respect the basic responsibility of parents/guardians and establish positive working relations with them
- Recognize that public schools belong to the people of the community by encouraging participation by and providing information
- Support the freedom to learn and to teach through full and free discussion
- Encourage students to work for high individual goals
- Communicate clearly to students and their parents the District's expectations, procedures, and standards and the results of measurements of student achievement
- Keep confidential all information about students obtained in the course of professional service, unless disclosure serves a compelling purpose or is required by law
- Maintain harmonious and cooperative relationships with other District employees
- Refuse any gratuity, gift, money, emolument, meal, beverage, entertainment, favor, or other valuable thing in an aggregate value of \$250 or more during any 12-month period from any student, person, firm, or entity that does or is likely to do business with the District if the employee is in a position to influence the conduct of that business or if such a valuable thing might impair or appear to influence professional actions or decisions
- Avoid using professional positions for personal benefit or to gain influence over others
- Make a proper accounting of all monies handled in the course of their duties
- Maintain an orderly, safe, and healthful learning environment in all school facilities
- Protect and properly use all school properties, equipment, supplies, materials, and services
- Use no District property for personal gain
- Strive to enhance professional skills and knowledge through continuing education, training, and participation in professional organizations
- Carry out the Board's policies and the District's administrative rules and regulations and abide by the provisions of applicable collective bargaining agreements

The following conduct is considered unethical and shall not be permissible:

	<ul style="list-style-type: none"> • Engaging in any outside employment or enterprise for compensation that is inconsistent, incompatible, or in conflict with the employee’s duties in the District • Performing for compensation any work or service or negotiating on behalf of any outside individual or entity that does business or is seeking to do business with the District when any part of such outside work will be subject to approval of the Board or any officer, employee, or committee of the District. This prohibition does not apply to authoring textbooks or instructional materials intended for use in public education. • Exploiting the name of the District for personal gain through the public use, promotion, or sale of a copyrighted or patented item unless the District has given written permission. The rights and privileges of employees and the District are defined under current copyright and patent laws. • Recommending any commercial product or service or aiding in distributing literature of publicity endorsing or recommending such a product or service. The District may allow commercial advertising on a case-by-case basis. • Soliciting others (including students) to display or distribute literature or publicity that employees are prohibited from displaying or distributing. • Soliciting or selling any form of educational or instructional materials to students or families within the District. <p>In accordance with state law, the Board shall not enter into contracts with or pay individuals to provide consultant, educational, or related services from federal, state, or school construction funds when such individual is a salaried employee of the District. This shall not prohibit the employment of professional personnel to teach special classes and in-service courses in the District or other districts outside of regular school hours.</p>	
Responsibility	The Superintendent shall be responsible for compliance. Questions regarding specific actions shall be referred to the Superintendent.	
References	<p>Related Policies: 4010 Employment, Discipline, and Dismissal; 9007 Commercialism in Schools</p> <p>Related Documents: State Employees’, Officers’, and Officials’ Code of Conduct</p>	
Adoption Date	Date of manual adoption (as GBCB and GCQAA), 10/19/1983 (as GBI)	
Revision/ Reapproval Date	04/18/2012	