Policy 305 – Administration

Administrator Code of Ethics

I. Purpose

This policy establishes the requirement of the school board that school district administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. General Statement of Policy

A school district administrator is responsible to maintain standards of exemplary professional conduct. To this end, an administrator must adhere to the following standards:

A. A district administrator must provide professional educational services in a nondiscriminatory manner.

B. A district administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.

C. A district administrator must take reasonable action to provide an atmosphere conducive to learning.

D. A district administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.

E. A district administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and district policies.

F. A district administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.

G. A district administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.

H. A district administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.

I. A district administrator must only accept a contract for a position when licensed for the position or when the district is issued a variance by the Minnesota Board of School Administrators.

J. A district administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

K. A district administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

Legal References

Minn. Stat. § 122A.14, subd. 4	Duties of Board of School Administrators: Code of Ethics
Minn Rules Part 3512.5200	Code of Ethics for School Administrators

Cross References

None

Policy

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