

## 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

~~An administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all administrators. An administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities for each and every student. An administrator assumes responsibility for providing professional leadership in the school and community.~~

#### ~~III. General Responsibilities~~

~~An **school district** administrator is responsible to maintain standards of exemplary professional conduct. An administrator's actions will be viewed and appraised by the community, professional associates, and students. To this end, an administrator must adhere to the following standards:~~

- ~~1. Make the well-being of students the fundamental value of all decision making and actions.~~
- ~~2. Fulfill professional responsibilities with honesty and integrity.~~
- ~~3. Support the principle of due process and protects the civil and human rights of all individuals.~~
- ~~4. Obey laws and do not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
- ~~5. Implement the school district's policies.~~
- ~~6. Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.~~

- ~~7. Avoid using positions for personal gain through political, social, religious, economic, or other influence.~~
- ~~8. Accept academic degrees or professional certification only from duly accredited institutions.~~
- ~~9. Maintain the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~
- ~~10. Honor all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.~~
- ~~11. Adhere to the Code of Ethics for School Administrators in Minnesota Administrative Rules Part 3512.5200.~~
  - 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 school 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 board 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, ~~S~~subd. 4 (Code of Ethics)

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

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INDEPENDENT SCHOOL DISTRICT NO. 273  
Edina, Minnesota