

**FOREST LAKE AREA SCHOOLS
FOREST LAKE, MN 55025**

December 4, 2025

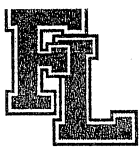
AGENDA ITEM: 10.1

TOPIC: Administrator Code of Ethics - Policy 1306

BACKGROUND: The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

PROCESS: The School Board Policy Committee has reviewed this policy and is presenting it to the School Board with the changes noted.

RECOMMENDATION: First reading of this policy.



1306 ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

- A. An educational 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 educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.
- B. The Educational Administrator:
1. A school administrator must provide professional educational services in a nondiscriminatory manner.
 2. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
 3. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
 4. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
 5. A school 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.
 6. A school 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.
 7. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
 8. A school 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.
 9. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
 10. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to



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obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

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

DISCIPLINARY ACTIONS Violations of this Code of Conduct will be subject to disciplinary actions in accordance with Minn. Stat. § 122.40 Subd. 9, depending on the severity and recurrence of the offense. The enforcement of the Code of Conduct is a critical component of maintaining an environment aligned with our values. Disciplinary actions are not intended to be punitive measures but a means to address violations systematically, ensuring fair and consistent treatment. The severity and recurrence of an offense are taken into account, with the goal of providing members an opportunity for corrective action and growth. This framework allows us to uphold the standards outlined in this Code of Conduct and sustain an environment where members can thrive, learn, and contribute positively to the success of the school district. By adhering to this Code of Conduct, we contribute to a positive environment where everyone can thrive and contribute to the success of the school district.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Duties of Board of School Administrators)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

Cross References: None

Adopted: 10/02/2025 (Replaced Policies 202-214)

