

Policy Title	Policy Number	Date Approved/Revised
Code of Ethics and Behaviors	306	4/22/08 Revised: 9/25/12 Revised: 5/21/19

All staff of Independent School District 622 - North St. Paul-Maplewood-Oakdale shall abide by and enforce the codes of ethics that are found in state law, adopted by professional organizations, and supported by District policy. These codes of ethics shall be incorporated in the District employment and evaluation processes.

#### 1) General Statement of Policy

~~A. Administrator Code of Ethics: 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. Makes the well-being of students the fundamental value of all decision-making and actions.~~
- ~~2. Fulfills professional responsibilities with honesty and integrity.~~
- ~~3. Supports the principle of due process and protects the civil and human rights of all individuals.~~
- ~~4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
- ~~5. Implements the school board's policies.~~
- ~~6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.~~
- ~~7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.~~
- ~~8. Accepts academic degrees or professional certification only from duly accredited institutions.~~
- ~~9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~

- ~~10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.~~
- ~~11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.~~
- ~~C. Code of Ethics for Minnesota Teachers: Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation. This code shall apply to all persons licensed accordingly to rules established by the Minnesota Board of Teaching.~~
- ~~D. Standards of Teacher Professional Conduct:~~
  - ~~1. A teacher shall provide professional educational services in a nondiscriminatory manner.~~
  - ~~2. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.~~
  - ~~3. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.~~
  - ~~4. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.~~
  - ~~5. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.~~
  - ~~6. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.~~
  - ~~7. A teacher shall not deliberately suppress or distort subject matter.~~
  - ~~8. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.~~
  - ~~9. A teacher shall not knowingly make false or malicious statements about students or colleagues.~~
  - ~~10. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.~~

The standards of professional conduct are as follows:

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

- B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. 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.
- F. 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.
- G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. 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.
- I. 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.
- J. 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 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 school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

***Rationale:*** The importance of the role of educators, support staff and the Board of Education members to the learning of students is enhanced by the modeling of behaviors and values consistent with those in the district.

Adoption and Revision History	Incorporated Policies
Policy 306 ADMINISTRATOR CODE OF ETHICS This Policy Adopted: March 11, 1997; Rescinded: August 5, 2008	MSBA 306 Replaces Policy: (none identified).
E-060 ADMINISTRATOR AND TEACHER CODE OF ETHICS This policy adopted: April 22, 2008; Revised: September 25, 2012	
306 CODE OF ETHICS AND BEHAVIORS This policy revised: May 21, 2019	

**Administrative Rule, Regulation and Procedure:** none

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