



ADMINISTRATOR CODE OF ETHICS AND WORKPLACE EXPECTATIONS

POLICY:	306
ADOPTED:	10/19/98
REVISED:	09/26/22

I. Purpose

The purpose of this policy is to establish the expectations of the school board regarding the performance of duties by school administrators, and the requirement 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 equitable 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.

1. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
2. Adheres to the code of ethics for administrators in Minnesota law.
 - a) A school administrator shall provide professional educational services in a nondiscriminatory manner.
 - b) A school administrator shall take reasonable action to protect students and staff from conditions harmful to health and safety.
 - c) A school administrator shall take reasonable action to provide an atmosphere conducive to learning.
 - d) A school administrator shall not misuse professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
 - e) A school administrator shall 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 shall 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 shall not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- h) A school administrator shall 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 shall only accept a contract for a position when licensed for the position or when a school district is granted a variance by the commissioner of the Department of Education under Minnesota Statutes.
- j) A school administrator, in filling positions requiring licensure, shall employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been granted 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 shall not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.
- l) A school administrator maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- m) A school administrator shall obey local, state and national laws and will not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
- n) A school administrator shall implement the school board's policies.
- o) A school administrator shall not use district time to perform work or duties related to outside employment or to perform work or duties unrelated to their employment at the district.

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

Cross References: Policy 208 - Development, Adoption and Implementation of Policies