

EMPLOYEE ETHICS

The Board of Education expects that each employee shall put forth every effort to promote a quality instructional program in the school district. The Board has stated its policies, rules and regulations in the manual entitled Board of Education Policies and Regulations of The School District of Springfield R-XII. All employees are expected to be in compliance with the contents of these policies, rules and regulations.

The Board's various policies relating to conflict of interest will be made known to all staff members. It shall be deemed unethical for any staff member to attempt to influence a Board member outside of an official Board meeting in regard to selection of staff, teaching assignments and/or promotions, purchase of equipment and supplies, selection of textbooks or like matters which are ultimately decisions delegated to the superintendent.

An effective educational program requires employees with integrity, high ideals, empathy and human understanding. In addition to these four essential characteristics, employees are expected to maintain high standards in their school relationships. These standards include but are not limited to the following:

The employee shall:

- A. Maintain just and courteous professional relationships with students, parents, staff members and others.
- B. Maintain their own efficiency and competency in their fields of work.
- C. Transact all official business with the properly designated individuals.
- D. Establish cooperation between the community and the school system.
- E. Represent the school system in a positive manner on all public occasions.
- F. Place the welfare of children as their first concern.
- G. Refrain from using school contacts and privileges to promote partisan politics, sectarian religious views, or non-professional self-serving interests of any kind.
- H. Direct constructive criticism of other employees or of any department of the school system solely toward the improvement of the school system. Such constructive criticism is to be made directly to the individual responsible for improving the situation, and then to the appropriate supervisor, if necessary.
- I. Properly use and protect all school properties, equipment and materials.

- J. Recognize basic dignities of all individuals with whom the employee interacts in the performance of duties.
- K. In the performance of duties accurately represent the professional qualifications related to the performance of duties.
- L. In the performance of duties present any subject matter in a fair and accurate manner.
- M. In the performance of duties extend to students the opportunity for individual action in pursuit of learning, and take steps to ensure that the students have access to varying points of view, unless there is just cause to act otherwise.
- N. In the performance of duties keep in confidence such information as the employee may secure, unless disclosure serves professional purposes or is required by law.
- O. In the best interest of the total education program, a staff member who intends to terminate or resign, should (privately if desired) notify the Director of Personnel Services of this intention at the earliest possible time. By doing so, the employee helps to assure that the most qualified replacement can be found.
- P. A staff member should always take care not to imply through his or her individual actions an endorsement from the district.

The Board expects employees to be familiar with the code of ethics that applies to them and to adhere to the code in their relationships with students, parents, co-workers, and officials of the district.

Adopted: December 15, 1993

Cross Refs: BBFA, Board Member Conflict of Interest
GBCA, Staff Conflict of Interest

The School District of Springfield R-XII, Springfield, Missouri