

## **CONFLICTS OF INTEREST: 5251**

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Staff members shall not engage in nor have a direct financial interest in any activity which conflicts with their duties and responsibilities. Such activities where a conflict of interest may exist include but are not limited to:

- A. Receiving economic benefit from selling or promoting the sale of goods or services to the students or their parents where the knowledge of the staff member's relationship to the district is in any way utilized to influence the sale.
- B. Receiving economic benefit from the sale of instructional and training materials and/or equipment where the district has specifically engaged a staff member(s) to develop such materials or equipment. In such instances, the District shall retain a proprietary interest (see policy 5248).
- C. Encouraging a student who is enrolled in one or more of the teacher's classes to take private lessons or to engage in tutoring for a fee from the staff member.
- D. Using, or providing for others, a list of names and home addresses obtained from school records or school-related contacts for purposes of identifying potential client or customer contacts.
- E. Participating in any way in the selection process for materials, books or equipment when an item developed by or authored by the staff member or a family member is under consideration for approval for District use, or when the staff member or family member could receive an economic or other material benefit from the transaction.
- F. Being involved in the selection of an applicant or in the appointment, evaluation or supervision of any other staff member who is a family member.
- G. Using the inter-school mail to promote sales of a product in which a staff member or family member has a financial interest.
- H. Providing a staff or student directory for use in promoting sales of a product or service.
- I. Purchasing or otherwise acquiring surplus District property, where the staff member was involved in or had influence in the process of declaring the item(s) as surplus.
- J. Accepting from any third party any monetary and/or other substantial compensation, gratuity or gift related in any way to the employee's performance of his or her duties and responsibilities as a District employee.
- K. See Policy 5250 – Nepotism, for definition of family member, which is applicable to this policy.

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Adopted under Policy Governance -

Formerly Policy – 5223; Adopted or Previously Revised - 9/14/10

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Written permission from the Superintendent or Principal is necessary when:

- A. A certificated staff member wishes to tutor or give private lessons for a fee to any student who is enrolled in one or more of the teacher's classes;
- B. A certificated staff member such as communication disorder specialists, psychologists or specialized music teachers, wishes to give private instruction for a fee to any student who is concurrently being served by that individual in the regular school program.

Cross References:    Administrative Policy – 5250       Nepotism

Legal References:    WAC 181-87-090       Improper remunerative conduct