Foley Public Schools Adopted by the Board: 02-26-2018

461 PERSONNEL POLICIES

461.1 CONDUCT

Responsibility for acceptable conduct and dress will rest primarily with the employee as a professional individual. However, in extreme cases, the administrative superior may require acceptable conduct and/or dress on the part of the employee.

461.2 CONFLICTS OF INTEREST

No employee of the Foley School District will engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his or her duties and responsibilities.

Employees will not engage in outside work where the source of information concerning customer, client, or employer originates from any information obtained through the school system.

461.3 ETHICS

An effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the school district are expected to maintain high standards in their school relationships. These standards include, but are not limited to, the following:

1. The maintenance of just and courteous relationships with pupils, parents, staff members, and others.

2. The maintenance of their own efficiency and knowledge of the developments in their fields of work.

3. The transaction of all official business with the properly designated authorities of the school system.

4. The establishment of friendly and intelligent cooperation between the community and the school system.

5. The representation of the school system on all occasions that the contributions of the school system to the community are recognized.

6. The placement of the welfare of children as the first concern of the school system, thus appointments to positions and promotions must be based solely on merit. The use of pressure on school officials for appointments or promotions is unethical.

7. Restraint from using school contacts and privileges to promote partisan politics, sectarian religious view, or selfish propaganda of any kind.

8. Directing any criticism of other staff members or of any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the superintendent, if necessary.

9. The proper use and protection of all school properties, equipment, and materials.

10. Adhere to the standards of any code of ethics established for the employees position by the State of Minnesota.

461.4 LINE AND STAFF RELATIONS

The Board desires the superintendent to establish clear understandings on the part of all personnel of the working relationships in the school system.

Lines of direct authority will be those approved by the Board and shown on the district organizational chart.

Personnel will be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator will refer such matters to the next higher administrative authority when necessary.

Additionally, all personnel are expected to keep their supervisor informed of their activities by whatever means the supervisor deems appropriate.

It is expected that the established lines of authority will serve most purposes. All personnel will have the right to appeal any decision made by an administrative officer through grievance procedures established through Board policy.

Lines of authority do not restrict, in any way, the sensible cooperation of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility. When the staff is working together, the lines represent avenues for a two-way flow of ideas to improve programs and operations of the school system.

461.5 STAFF COMMUNICATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic lines of communication will, however, be through the district superintendent.

Staff communications to the Board: All communications or reports to the Board or any Board committee from the principals, supervisors, teachers, or other staff members will be submitted through the superintendent. The sole exception is the Open Forum portion of the school board meeting. This necessary procedure will not be construed as denying the right of any employee to appeal, to the Board, any administrative decisions on important matters, provided that the superintendent has been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances.

Boards communications to the staff: All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the superintendent.

Social interaction: Staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions they will informally discuss such matters as educational trends, issues and innovations, and general school district problems. However, staff members are reminded that individual Board members have no special authority unless they are convened at legal meetings of the Board or vested with special authority by Board action.

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