

Policy Title	Policy Number	Date Approved/Revised
Code of Ethics and Behaviors	306	4/22/08 Revised: 9/25/12 Revised: 5/21/19 Revised: 1/26/26

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

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; January 26, 2026	

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)