

POLICY	306	Page: 1 of 2
SERIES	300	Administration
SUBJECT	306	Administrator Code of Ethics
Adopted		June 8, 2004
Revised		June 14, 2011; April 13, 2021; December 16, 2025
Reviewed		July 2026

I. PURPOSE

The purpose of this policy is to establish 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 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 avoids using authority, privilege and position for personal gain through political, social, religious, economic, or other influence.

- H. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- I. 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.
- J. 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.
- K. 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.
- L. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

III. RATIONALE

A District 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 District Administrators. The District Administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the District Administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the District Administrator to maintain standards of exemplary professional conduct. It must be recognized that the District Administrator's actions will be viewed and appraised by the community, professional associates, and students.