

## Raymond School District Policy - GBEA

### STAFF ETHICS

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

#### **A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.**

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the “NH Code of Ethics”), as the same may be amended by the State from time to time.

#### **B. Additional Ethical Standards.**

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Obey and implement the School Board’s policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

### **C. Dissemination.**

The content of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

#### **Legal References:**

*N.H. Dept. of Education Administrative Rule – Ed 303.01*

*N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators*

*N.H. Dept of Education, Code of Ethics for NH Educators*

~~An employee speaking or writing as a citizen should be free from institutional censorship or discipline, but his/her special position in the community carries special obligations. The employee must remember that the public may judge the profession and institution by his/her utterances. Hence the employee should, at all times, be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that he/she is not a school spokesperson.~~

~~District employees will:~~

- ~~1. Make the well being of students the fundamental value of all decision making and actions.~~
- ~~2. Maintain fair, courteous and proper relationships with student, parents, staff members, and others.~~
- ~~3. Fulfill their job responsibilities with honesty and integrity.~~
- ~~4. Direct any constructive criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.~~
- ~~5. Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.~~
- ~~6. Honor all contracts until fulfillment or release.~~
- ~~7. Maintain all privacy and confidentiality standards as required by law.~~
- ~~8. Exhibit professional conduct both on and off duty.~~

~~Employees will not engage in, or have a financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as employees. This includes, but is not limited to:~~

- ~~1. Employees will not participate for financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or their parents.~~
- ~~2. Employees who have patented or copyrighted any device, publication, or other item will not receive royalties for use of such item in the District. If said device, publication, or item was created while on duty with the District, the device, publication, or item is the property of the School District.~~
- ~~3. Employees will not engage in any type of work where the source of information concerning customer, client, or employer originates from information obtained through the District.~~
- ~~4. School employees will not solicit or sell for personal gain any educational materials or equipment in the attendance areas served by the District. Nor will any employees make available lists of names of students or parents to anyone for sales purposes.~~

~~To avoid nepotism in the supervision of personnel, the Board directs that no employee be assigned in any position where the employee would be responsible to a relative.~~

~~Employees are put on notice that these lists are not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.~~

Adopted: August 1, 2002

Revised: October 5, 2011

Proposed Revision First Reading: September 18, 2019