

**Personnel: General Personnel Policies:
Staff conduct and Responsibilities**

Policy 501.3.1

Personal Conduct

Employees are expected to maintain high standards of honesty, integrity and impartiality in the conduct of District business and required to comply and conform to the Idaho law and the Code of Ethics of the Idaho Teaching Profession.

In addition to the conduct enumerated in Idaho law and the Code of Ethics of the Idaho Teaching Profession, an employee should not dispense or utilize any information gained from employment with the District, accept gifts or benefits, or participate in business enterprises or employment which create a conflict of interest with the faithful and impartial discharge of the employee's District duties. A District employee may, prior to acting in a manner which may impinge on any fiduciary duty, disclose the nature of the private interest which creates a conflict. Care should be taken to avoid using, or avoid the appearance of using, official positions and confidential information for personal advantage or gain.

Further, employees should hold confidential all information deemed to be not for public consumption as determined by law and Board policy. Employees shall also respect the confidentiality of people served in the course of the employee's duties and use information gained in a responsible manner. Discretion should be employed even within the school system's own network of communication.

District Employees who are contacted by the media should direct such inquiries to either the individual in question or to the Superintendent, his/her designee.

Administrators and supervisors may set forth specific rules and regulations governing an employee's conduct on the job within a particular building.

In order that there be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator directly responsible for the supervision and/or evaluation of any employee be directly related to him/her.

Legal Reference: I.C. § 33-1208 Revocation, Suspension or Denial of Certificate – Grounds
Code of Ethics of the Idaho Teaching Profession

Adopted on: September 26, 1996

Reviewed on: March 7, 2005; December 7, 2005

Revised on: May 12, 2005; January 19, 2006