

Shelby County Board of Education

4002

Issued Date: 08/26/10

Revised: 06/25/13

STAFF ETHICS

I. PURPOSE

To establish standards for appropriate conduct for employees of Shelby County Schools.

II. SCOPE

This policy applies to all individuals employed by Shelby County Schools.

III. POLICY STATEMENT

Each employee serves as a representative of the District and should strive to maintain standards of ethical behavior which will not detract from the educational process.

Employees are expected to adhere to standards of ethical behavior including, but not limited to, the following:

1. Maintain two-way communication with pupils, parents, staff members and community.
2. Solve problems which arise in a just and equitable manner.
3. Grow in skill and understanding in the job assigned.
4. Interpret the system's goals and operations to the public.
5. Represent the Board in such a manner that criticism is not directed at the Board.
6. Refrain from any activities or dealings which will personally enhance the employee to the detriment of the system.
7. Abide by established procedures to air complaints and grievances.
8. Follow all policies and administrative rules.
9. Maintain a professional relationship with students, parents, staff members, and community.

10. Maintain confidentiality of records as required by school system policy, state and federal laws.

Teachers involved in recommending curricula; administrative/clerical personnel who work for senior management or key employees; financial secretaries; and others as deemed appropriate shall avoid any conflict or appearance of conflict between their personal interests and the interests of the system in dealing with suppliers, customers, and all organizations or individuals doing or seeking to do business with Shelby County Schools and/or in dealing with other employees of the Board (see the policy on Conflict of Interest – 4003).

Failure to meet the aforementioned standards of ethical behavior may result in disciplinary action by the employer up to and including dismissal. Additionally, educators are expected to adhere to the Teacher’s Code of Ethics established under T.C.A. 49-5-1003-1004.

IV. RESPONSIBILITY

- A. All employees are expected to comply with the standards of appropriate conduct outlined in this policy.
- B. Teachers are expected to comply with the standards of appropriate conduct outlined in this policy and to adhere to the Teacher’s Code of Ethics established by the State.
- C. Supervisors are responsible for ensuring that their direct reporting employees are aware of and abide by this policy.
- D. The Superintendent is responsible for determining if this policy is followed.

Legal References:

- 1. T.C.A. 49-5-1003
- 2. T.C.A. 49-5-1004

Cross References: