

## Code of Ethics and Standards of Conduct

Each employee is instructed to be responsible for both the integrity and the consequences of his or her actions. The highest standards of honesty, integrity, and fairness must be exhibited by each employee. Employees should maintain just and courteous professional relationships with students, parents, staff members, and others. Constructive criticism is to be made directly to the particular school employee who has the administrative authority to improve the situation, and then to the superintendent, if necessary.

Employee conduct should be such as to protect the person's integrity and/or reputation and that of the school system. **Employees shall perform their jobs in a competent and ethical manner without violating the public trust or applicable laws, policies, and regulations.**

If an employee is ever charged with any violation of the law, he/she must report that charge to his/her immediate supervisor as soon as possible. Failure to do so may result in serious disciplinary action up to and including dismissal.